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NEW JERSEY DEPARTMENT OF  
**COMMUNITY AFFAIRS**  
Programs Book

# NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS PROGRAMS BOOK



Susan Bass Levin  
*Commissioner*

Dear Friend,

In New Jersey, we are dedicated to investing in our communities.

The Department of Community Affairs, through its various divisions and affiliates, is making direct and positive contributions to lives on every street in New Jersey. We can help plan a town, inspect it and protect it. We can work with the town's elected officials and advocate for its residents. These programs - these investments - are creating neighborhoods where people want to raise families and build businesses.

From cities whose former industrial centers have given way to abandoned buildings, to rural towns that have not received the support they deserve to achieve greatness - we are investing in people all across New Jersey.

Enclosed is information describing the services offered by DCA. We look forward to working with you.

With regards,

A handwritten signature in cursive script that reads 'Susan Bass Levin'.

Susan Bass Levin  
Commissioner

# **NOTICE ON AVAILABILITY OF FUNDS**

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Programs in this publication are subject to particular programmatic requirements, appropriation by State and Federal statutes and general availability of funds.

Some programs provide funds based on formula criteria, while others are competitive in nature. Some have funds available periodically, depending on appropriations and release of Federal funding.

Please contact the designated office to obtain specific information regarding current availability of funds.



The Department reserves the right to limit the number of copies distributed to a single agency or individual. For additional copies at no charge, please call (609) 292-6222, or write to:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF FISCAL AND GRANT SERVICES**

101 South Broad Street  
Post Office Box 800  
Trenton, New Jersey 08625-0800

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ON THE INTERNET:

**<http://www.nj.gov/dca>**

*Spring 2005*

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# NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

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*The **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (DCA)** is a State agency created to provide administrative guidance, financial support and technical assistance to local governments, community development organizations, businesses and individuals to improve the quality of life in New Jersey.*

*DCA offers a wide range of programs and services that respond to issues of public concern including fire and building safety, housing production, community planning and development, and local government management and finance.*

**DCA's programs and services are provided through the following Divisions:**

- Center for Hispanic Policy, Research and Development
- Division of Codes and Standards
- Division of Community Resources
- Division of Fire Safety
- Division of Housing
- Division of Local Government Services
- Division on Women
- Office of Smart Growth

**DCA is closely affiliated with the following agencies:**

- Council on Affordable Housing
- Government Records Council
- New Jersey Historic Trust
- New Jersey Housing and Mortgage Finance Agency
- New Jersey Meadowlands Commission
- New Jersey Redevelopment Authority

# Center For Hispanic Policy, Research and Development



*The **Center for Hispanic Policy, Research and Development (CHPRD)** works to empower the Hispanic community in New Jersey through inclusion in policy development by ensuring access to services and programs. CHPRD facilitates the professional and leadership development of Latinos, emphasizes the richness and diversity of Latino culture, and supports programs through funding collaborations with private and public entities.*

*For information regarding CHPRD programs, please call the main telephone number at (609) 984-3223. You may also visit our website at [www.nj.gov/dca/chprd](http://www.nj.gov/dca/chprd).*

***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Center for Hispanic Policy,  
Research and Development  
PO Box 800  
Trenton, NJ 08625-0800**

## **Annual Hispanic Heritage Month Celebration**

**Description:** An annual celebration commemorating the social, cultural and economic contributions of the Latino community of New Jersey. CHPRD recognizes the contributions provided by Latino individuals and organizations through its “Excellence in Hispanic Leadership” Award.

**Funding source:** Corporate and private contributions.

**Other Information:** A cultural reception is held from September 15 through October 15 every year. Nomination forms are available during the summer for the “Excellence in Hispanic Leadership” Award.

**Contact:** (609) 984-3223

## **Hispanic Affairs–Grants**

**Type of Assistance:** Financial–Grants.

**Description:** Provides grant funding to Hispanic community-based and non-profit organizations whose primary focus is the implementation of programs that address the needs of the Hispanic community.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** Varies.

**Assistance Provided To:** Hispanic community-based and nonprofit organizations providing services to the Hispanic population. Qualifying organizations must be located within a neighborhood or community with a significant Hispanic population.

**Procedure for Applying:** Submission in response to the Request for Proposal application.

**Application Deadline:** RFP is released in February.

**Date of Notification:** July 1

**Contact:** (609) 984-3223



## Hispanic Affairs–Technical Assistance and Training

**Type of Assistance:** Technical and Training.

**Description:** Increases Hispanic community-based organizations' capacity to deliver and serve New Jersey's Hispanic residents. Referral services are provided to appropriate State, local and private agencies. Qualifying organizations must be located within a neighborhood or community with a significant Hispanic population.

**Other Information:** This program operates on limited funding and encourages utilization of community or local resources.

**Assistance Provided To:** Hispanic community- based organizations or Hispanic individuals.

**Contact:** (609) 984-3223

## Hispanic Interns in Community Service/Latino Leaders Fellowship Institute

**Type of Assistance:** Stipend for Summer Internship.

**Description:** Provides Hispanic college students with exposure to career opportunities in State government or other areas of public service, while allowing them to develop and strengthen professional and leadership skills through employment placement. Students selected for participation are required to attend weekly leadership training sessions.

**Funding Source:** State Appropriation, Grants-in-Aid, and Private Funding.

**Assistance Provided To:** Eligible State, local and nonprofit agencies, private sector partners willing to sponsor a summer intern; and eligible Hispanic college students attending higher education institutions in New Jersey or residents of New Jersey enrolled in an outside institution of higher education.

**Procedure for Applying:** Colleges should contact the program coordinator for student applications and procedures. Interested sponsoring public agencies or private entities should contact CHPRD and indicate their interest in providing a challenging project for a Hispanic college intern.

**Application Deadline:**

Student deadline: February 28.

Employment Placement or Sponsor deadline: February 28.

**Date of Notification:** May 1.

**Contact:** (609) 984-3223

## Hispanic Resource Library/Data Bank

**Type of Assistance:** Technical, Informational and Advocacy.

**Description:** Provides information on the status of Latinos. CHPRD has established a resource library and central repository for Latino data for the primary purpose of advocacy and policy recommendations, as well as to provide public education.

**Funding Source:** State Appropriation.

**Assistance Provided To:** Public and private agencies and the general public.

**Contact:** (609) 984-3223

## Research and Advocacy

**Description:** CHPRD conducts and supports research on Latino issues. A research fellowship program has been established in cooperation with Rutgers University's Center for Strategic Urban Community Leadership. CHPRD's goal is to play an active role in policy development regarding the fastest growing minority group in the State of New Jersey by recruiting the best and brightest young Latino scholars to assist in identifying trends and issues to address.

**Contact:** (609) 984-3223

# Division of Codes and Standards



*The **Division of Codes and Standards** establishes and enforces codes for buildings, structures or equipment, in partnership with the State's municipalities, to protect the health and safety of New Jersey residents.*

*For further information, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-7899.*

*You may also visit our website at [www.nj.gov/dca/codes](http://www.nj.gov/dca/codes).*

***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Division of Codes  
and Standards  
PO Box 802  
Trenton, NJ 08625 - 0802**

## **Code Assistance Unit**

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding the Uniform Construction Code, including all of the model codes adopted by reference.

**Assistance Provided To:** Local code officials, architects, engineers, builders, homeowners and any member of the public seeking assistance in understanding or interpreting the Uniform Construction Code.

**Contact:** (609) 984-7609

## **Residential Site Improvement Standards**

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding the Residential Site Improvement Standards.

**Assistance Provided To:** Local officials, engineers, planners, builders, and any member of the public seeking assistance in understanding or interpreting the Residential Site Improvement Standards.

**Contact:** (609) 292-7899

## **Uniform Construction Code Administrative Records System Software Support/Permits NJ**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides municipal construction officials with a method to streamline the overall operations and activities of the construction code enforcement office, as well as ease the task of using Uniform Construction Code standard forms and reporting requirements.

**Assistance Provided To:** Construction officials and staff of municipal construction code enforcement offices.

**Contact:** (609) 292-7898

## Publications

**Type of Assistance:** Administrative.

**Description:** Provides, for a fee, various publications, including the New Jersey Uniform Construction Code yearly update service, Lead Hazard Evaluation and Abatement Code, Municipal Procedures Manual and the Residential Site Improvement Standards.

**Assistance Provided To:** Municipalities, code officials, attorneys, architects, engineers and the general public.

**Contact:** (609) 984-0040

## Uniform Construction Code State Permit Fee Program

**Type of Assistance:** Administrative, Technical and Advisory.

**Description:** Reviews quarterly State Permit Fee reports and provides technical advice to ensure compliance.

**Assistance Provided To:** Municipal officials, local code officials and technical assistants.

**Contact:** (609) 292-7899

## Bureau of Code Services

### Asbestos Hazard Abatement Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Enforces the Asbestos Hazard Abatement Subcode in all educational facilities and public buildings undergoing asbestos abatement projects. The unit trains and authorizes asbestos safety control monitoring firms and asbestos safety technicians, conducts monitoring inspections and assesses fees and penalties.

**Assistance Provided To:** Contractors, public officials, asbestos safety control monitoring firms and anyone needing asbestos removal information.

**Contact:** (609) 633-6224

## Amusement Ride Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers ongoing inspection programs related to public safety for carnival and amusement ride safety and ski lifts: registers all rides and ski lifts; performs maintenance inspections annually; reviews all new installations prior to going into operation; tracks all incidents and investigates when necessary to ensure code compliance prior to reopening.

**Assistance Provided To:** Carnival and amusement ride owners/operators, sponsors of fairs and carnivals, ski resort owners and anyone with public safety concerns in these program areas.

**Contact:** (609) 292-2097 or write to:  
*Carnival and Amusement Ride Safety*  
*PO Box 808, Trenton, NJ 08625-0808*

## Construction Code Officials Licensing

**Type of Assistance:** Technical and Advisory.

**Description:** Licenses individuals as construction officials, subcode officials or inspectors.

**Assistance Provided To:** Persons seeking licenses to enforce the Uniform Construction Code.

**Contact:** (609) 984-7834; TDD (609) 633-6804

## Elevator Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers the Elevator Safety Subcode, including acting as Subcode Authority for municipalities, conducting elevator inspections and maintaining a State registry of elevators.

**Assistance Provided To:** Building owners, public officials and anyone with an interest in the Elevator Safety Subcode.

**Contact:** (609) 984-7833

### Industrialized Building Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Ensures that premanufactured building units purchased for installation in New Jersey comply with the Uniform Construction Code.

**Assistance Provided To:** Owners, manufacturers and sellers of manufactured housing (mobile homes) and modular buildings through third-party agencies and interstate inspection agreements.

**Contact:** (609) 984-7974

### Lead Hazard Abatement Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Enforces Lead Hazard Abatement rules in all buildings and structures undergoing lead hazard abatement; licenses lead evaluation and abatement contractors; conducts monitoring inspections; and supports local building departments in the enforcement of lead hazard abatement rules.

**Assistance Provided To:** Private contractors, public officials and any resident with an interest in lead hazard abatement.

**Contact:** (609) 633-6224

### Liquefied Petroleum Gas Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Performs plan review and inspection of new liquefied petroleum gas (LPG) installations and performs regular inspections of existing LPG systems.

**Assistance Provided To:** Engineers, LPG owners or operators, and consumers interested in LPG system safety.

**Contact:** (609) 633-6835

### Uniform Construction Code Training

**Type of Assistance:** Advisory and Training.

**Description:** Provides tuition reimbursement to code officials who successfully complete required courses and a continuing education program for license renewal.

**Assistance Provided To:** Licensed construction code officials through an approved training program offered by an institution of higher learning.

**Contact:** (609) 984-7820

## Bureau of Construction Project Review

### Construction Project Review

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for large and complex structures for all municipalities whose local code officials are not licensed at the highest technical level.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-7448

### Hospitals and Nursing Homes

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for hospitals and nursing homes to ensure compliance with the Uniform Construction Code and federally mandated criteria.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-8151

### Public School Buildings

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for all public schools to ensure compliance with the Uniform Construction Code.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-0799

### State Buildings

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Ensures that the construction or alteration of state-owned buildings complies with the Uniform Construction Code.

**Assistance Provided To:** Private contractors and public officials regarding the issuance of construction permits and certificates of occupancy, and the inspection of buildings.

**Contact:** (609) 984-7865

## Bureau of Homeowner Protection

*This Bureau administers programs that are concerned with the purchase of new homes, as well as units in retirement communities, condominiums and cooperatives.*

### Association Regulations Unit

**Type of Assistance:** Technical and Advisory.

**Description:** Provides information to owners of planned residential real estate including condominiums, cooperatives, single-family homes or townhouses with owner-controlled associations, about their rights concerning access to financial records, open public meetings and alternate dispute resolution.

**Other Information:** Technical assistance is offered to attorneys and members of boards to establish alternate dispute resolution procedures. Information is also provided regarding sample model bylaws for associations.

**Assistance Provided To:** Unit owners, attorneys representing association boards and board members.

**Contact:** (609) 984-7574

### Building Security for Commercial Buildings

**Type of Assistance:** Technical and Advisory.

**Description:** Provides technical assistance to owners of commercial buildings to improve the security of their buildings by reducing the vulnerabilities associated with possible terrorist acts. Technical assistance includes performing a review of the security features of the building and responding to questions about the Best Practices for Commercial Buildings, which were approved by the Domestic Security Preparedness Task Force.

**Assistance Provided To:** Building owners, business owners, directors of security and emergency management personnel.

**Contact:** (609) 984-7609

### Condominium and Cooperative Conversion Senior Citizens and Disabled Protected Tenancy

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Monitors procedures established by law and protects eligible senior citizens and disabled persons from eviction when their buildings are converted to condominium or cooperative forms of ownership. Receives forms from tenants seeking Protected Tenancy.

**Kinds of Assistance:** Supplies forms and information on procedures to be followed in applying for Protected Tenancy. Assists municipalities and counties in developing their administrative processes.



**Assistance Provided To:** Landlords, tenants, counties, municipalities, attorneys, and purchasers and sponsors of condominium and cooperative housing.

**Contact:** (609) 633-6606

### **Continuing Care Retirement Communities**

**Type of Assistance:** Regulatory.

**Description:** Protects residents of continuing care retirement communities from a provider becoming insolvent or unable to provide responsible care.

**Other Information:** The provider is required to obtain a Certificate of Authority to operate the facility by filing an application for certification that contains a number of affidavits, legal description of the facility, the condition of title, extensive financial information, health program disclosure, proof of compliance with applicable governmental regulations, and brochures used for advertising and promotional purposes.

**Assistance Provided To:** Providers and current/potential residents of continuing care retirement communities.

**Contact:** (609) 633-3888

### **Landlord/Tenant Information**

**Type of Assistance:** Advisory.

**Description:** Provides information concerning certain relocation-related functions and on the established rights and responsibilities of residential landlords and tenants. Provides information to administrative agencies dealing with cooperative and condominium conversions in the area of senior citizens and disabled tenant protection.

**Description:** Prepares and distributes the "Truth-in-Renting" booklet as a guide to responsibilities of residential landlords and tenants. An automated voice mail system provides information on topics related to landlord-tenant issues.

**Assistance Provided To:** Landlords, tenants, county officials, municipal administrators and the general public.

**Contact:** (609) 292-4174

### **Limited Dividend and Nonprofit Housing Corporations and Associations**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Helps maintain the supply of low- and moderate-income housing in the State.

**Assistance Provided To:** Existing limited dividend and nonprofit housing corporations and associations.

**Contact:** (609) 633-6511

### **Long Term Tax Exemption/Urban Renewal Entities**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides review, as required by statute, of certificates of incorporation or other certificates of formation for urban renewal entities formed under the Long Term Tax Exemption Law. Approval by DCA is required before such documents can be filed with the State Treasurer or county clerk.

**Assistance Provided To:** Urban renewal entities (corporations, partnerships, limited partnerships, nonprofits, limited liability companies, etc.).

**Contact:** (609) 633-6511

### **New Home Warranty Program**

**Type of Assistance:** Regulatory, Technical, Advisory and Financial.

**Description:** Requires all builders of new homes in the State to be registered with the Department. Registration is renewable every two years and a warranty is required for every new residential unit that is sold within the state.

**Other Information:** Builders must enroll in one of several Warranty Insurance Plans. A number of private plans, as well as one offered by the State, are currently available.

**Assistance Provided To:** All home building entities engaged in the construction of new single family, duplex, condominium or cooperative units and all purchasers of new units seeking assistance.

**Contact:** (609) 984-7910



## Planned Real Estate Development

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides consumer protection by requiring disclosure of pertinent information regarding retirement communities, condominiums, cooperatives and other developments in which common elements are shared.

**Other Information:** The developer is required to register with the Division and file an application for registration containing a variety of exhibits concerning the legal status of the property, condition of title and financial information, as well as brochures used for advertising and promotional purposes. Developers must apply and become registered before offering units for sale.

**Assistance Provided To:** Developers and purchasers of units in common interest communities.

**Contact:** (609) 984-7574

## Bureau of Housing Inspection

*This Bureau oversees the registration and inspection of hotels, motels and multiple dwellings to verify their compliance with the Hotel and Multiple Dwelling Law. It ensures the health, safety and welfare of residents, guests and the general public.*

### Housing Code Administration

**Type of Assistance:** Regulatory and Technical.

**Description:** Issues Certificates of Registration and Certificates of Inspection; processes all inspection and reinspection reports and extension requests; collects and processes all fees; answers inquiries regarding the Hotel and Multiple Dwelling Law and regulations; and forwards the appropriate files to the Bureau of Housing Inspection's Code Compliance section for penalty enforcement action.

**Assistance Provided To:** Landlords, owners, tenants and other interested parties.

**Contact:** (609) 633-6219

## Housing Code Compliance

**Type of Assistance:** Regulatory and Technical.

**Description:** Enforces penalty action against owners who, upon reinspection of their properties, have failed to abate cited violations. Cases not settled are brought to court for final resolution.

**Assistance Provided To:** Landlords, owners and tenants.

**Contact:** (609) 633-6229

## Housing Code Enforcement

**Type of Assistance:** Regulatory and Technical.

**Description:** Enforces the Hotel and Multiple Dwelling Law, which requires that all hotels, motels and multiple dwellings are inspected at least once every five years by the Bureau of Housing Inspection's Code Enforcement inspectors or by local inspectors in those municipalities participating in the Bureau's State Local Cooperative Housing Inspection Program (see below).

**Other Information:** Inspections are conducted to ensure compliance with the Bureau's regulations for the Maintenance of Hotels and Multiple Dwellings. If upon reinspection, cited violations have not been corrected, hotel, motel and multiple dwelling owners are referred to the Bureau's Code Compliance section for penalty enforcement action.

**Assistance Provided To:** Any party interested in the abatement of cited violations.

**Contact:** (609) 633-6241

## State/Local Cooperative Housing Inspection

**Type of Assistance:** Financial—Reimbursement.

**Description:** Allows a municipality or county the opportunity to enforce the Hotel and Multiple Dwelling regulations using its own inspection staff.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities and counties.

**Other Information:** The municipality or county signs an agreement with DCA, called the “Conditions of Authorization,” outlining the responsibilities of the participant and DCA.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 633-6240

## Office of Local Code Enforcement

*The Office provides mandated State Uniform Construction Code coverage to municipalities that have requested that DCA handle their administrative and enforcement authority of the code.*

### Local Enforcing Agency

**Type of Assistance:** Regulatory, Administrative, Technical and Advisory.

**Description:** Serves as the construction code enforcement agency for municipalities that have requested this service. Processes construction applications, reviews plans, performs inspections, issues certificates and orders, and performs other construction code enforcement duties for construction projects occurring within these municipalities. The agency has three regional offices.

**Assistance Provided To:** Any municipality that has not established enforcement powers for the State Uniform Construction Code, architects, engineers, builders, homeowners and persons involved in construction in those municipalities who are seeking code technical or advisory assistance.

**Contact:** (609) 984-7603

## Office of Regulatory Affairs

*This Office is responsible for monitoring the enforcement of the Uniform Construction Code Act and implementing regulations.*

*For further information, please call (609) 984-7672, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Codes and Standards**  
*Office of Regulatory Affairs*  
*PO Box 818, Trenton, NJ, 08625-0818*

## Bureau of Rooming and Boarding House Standards

*This Bureau is responsible for the implementation and enforcement of the Rooming and Boarding House Act of 1979, and the inspection and licensure of emergency shelters for the homeless pursuant to Rules Governing Shelters for the Homeless.*

### Regulations Governing Rooming and Boarding Houses and Related Statutes

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Implements and enforces the provisions of the Rooming and Boarding House Act of 1979, which mandates social and safety requirements for all rooming and boarding homes in the State. Upon satisfactory compliance with the Act, the Bureau issues licenses to owners and/or operators of these facilities.

**Kinds of Assistance:** All rooming and boarding homes in the State are evaluated yearly by the Bureau for the physical safety and social well-being of the resident population as a prerequisite to licensing. Municipalities wishing to conduct physical inspections should contact the Bureau. Only the Bureau can conduct social evaluations. Owners and operators must apply to the Bureau for a license to own and/or operate a rooming or boarding home.

**Assistance Provided To:** All owners and operators of rooming and boarding homes.

**Contact:** (609) 633-6251 for Standards;  
(609) 984-1706 for Licensing

## Rules Governing Emergency Shelters for the Homeless

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Implements and enforces the provisions of the Rules Governing Emergency Shelters for the Homeless Act, which mandates that emergency shelters in the State are constructed, maintained and operated to protect the health, safety and welfare of their occupants. Owners must apply to the Bureau for licensure, issued upon compliance with the Act.

**Other Information:** Municipalities wishing to conduct inspections should contact the Bureau.

**Assistance Provided To:** Owners of emergency shelters and municipal officials.

**Contact:** (609) 633-6251

# Division of Community Resources



*The **Division of Community Resources** is committed to building neighborhoods. This component provides financial and technical assistance to municipalities, community action agencies, and other nonprofit and for-profit organizations for use with homeless shelters, downtown business development, neighborhood improvement, community and economic development, and infrastructure improvements.*

*For further information, please call the telephone number listed for each program or write to:*

**New Jersey Department of  
Community Affairs  
Division of Community  
Resources**  
PO Box 806  
Trenton, NJ 08625-0806

## New Programs

### Relocation Assistance

**Type of Assistance:** Technical and Financial (very limited, based on availability of funds and statutory limitations).

**Description:** Provides financial assistance in the form of reimbursement to municipalities that require the removal of tenants or residents from their dwellings or business owners from their places of business due to code enforcement actions or an authorized redevelopment plan that includes taking control of the properties. Eligible expenses for residents or tenants include moving costs, dislocation allowance, and rental or down payment assistance. Eligible expenses for businesses include moving costs, actual reasonable loss of tangible property, professional fees, costs of searching for a replacement business site, or payment in lieu of moving. Payments are made to the municipality on a reimbursement basis. The payments are 50% of the costs and are capped at amounts specified in the relocation assistance law and the relocation assistance rules.

**Funding Source:** State appropriation.

**Award period:** On-going.

**Assistance Provided To:** Municipalities that cause the relocation of residents or business owners due to code enforcement actions or redevelopment plans that involve taking ownership of the property.

**Procedure for Applying:** Submission of a workable relocation assistance plan (WRAP) by the municipality or redevelopment agency. The WRAP must include the number of people and businesses affected and the estimated cost of relocation.

**Contact:** (609) 984-7609

### **Unsafe Buildings Demolition Bond Loan Program**

**Type of Assistance:** Technical and Financial (very limited, based on availability of funds).

**Description:** Provides low interest loans to eligible municipalities to demolish buildings that are unsafe or part of an approved redevelopment project. Payments are made based on invoices submitted for completed work.

**Funding Source:** Bonds in the amount of \$20,000,000 were issued in 1998. Two rounds of awards have been made to date. A third round of awards will be made in 2005. The opportunity to apply for loans is dependent on the amount in the Demolition Bond Loan fund, which in turn is dependent on timely repayments.

**Award Period:** The work must be completed within nine months of the signed contract. The repayments are made over 10 years, although some municipalities have requested and been granted longer repayment periods.

**Assistance Provided To:** Urban Aid (N.J.S.A. 52:27D-162) and Rural Centers (N.J.S.A. 52:27D-178) municipalities.

**Procedure for Applying:** Eligible municipalities are informed by the Department when a round of funding is taking place. Application materials and technical assistance regarding the application process are provided.

**Contact:** (609) 984-7609

### **Wachovia Bank/Department of Community Affairs Housing Scholars**

**Type of Assistance:** Internships.

**Description:** Provides nonprofit organizations actively involved in the development of affordable housing with a full-time summer intern from either an undergraduate or graduate program at one of five New Jersey colleges and universities.

**Funding Source:** State Appropriations, Fair Housing Revenue.

**Award Period:** July 1 to August 31.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-9847

## **Community Development**

### **Community Food and Nutrition**

**Type of Assistance:** Financial—Grants.

**Description:** Coordinates and plans services to alleviate hunger and malnutrition in New Jersey.

**Funding Source:** U.S. Department of Health and Human Services.

**Assistance Provided To:** Statewide public or private nonprofit agencies.

**Procedure for Applying:** Contact program coordinator for details.

**Contact:** (609) 984-6668



## Community Services Block Grant

**Type of Assistance:** Financial–Grants.

**Description:** Awards funds to agencies for the provision of health, education, employment, housing and other services to New Jersey's low-income population. 90 percent of the annual allocation must go to designated community action agencies.

**Funding Source:** U.S. Department of Health and Human Services.

**Award Period:** October 1 to September 30.

**Assistance Provided To:** Public and private nonprofit agencies.

**Procedure for Applying:** Submission of an application. Contact program coordinator for details.

**Contact:** (609) 292-6140

## Small Cities Community Development Block Grant

**Type of Assistance:** Financial–Grants.

**Description:** Provides funds for economic development, housing rehabilitation, community revitalization and public facilities designed to benefit people of low- and moderate-income or to address recent local needs for which no other source of funding is available.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Non-entitlement counties and municipalities (list available on request).

**Procedure for Applying:** Submit an application.

**Application Deadline:** Circulated to all eligible governments.

**Contact:** (609) 633-6278

## Low-Income Assistance

### Home Energy Assistance

**Type of Assistance:** Financial–Grants.

**Description:** Assists very low-income persons with their heating and cooling bills, and makes provisions for emergency heating systems services and emergency fuel assistance within the Home Energy Assistance Program.

**Funding Source:** U.S. Department of Health and Human Services via the New Jersey Department of Human Services.

**Procedure for Applying:** Submission of an application to a designated community action agency.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (800) 510-3102

### Lead-Based Paint Abatement in Low- and Moderate-Income Housing

**Type of Assistance:** Financial–Grants and Loans.

**Description:** Provides deferred-payment loans and grants through local government entities to property owners for reducing lead-based paint hazards in conjunction with the rehabilitation of substandard housing units.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Rental property owners and low-income owner occupants to develop lead-safe housing for low-income households.

**Procedure for Applying:** Submit application in response to Request for Proposal.

**Contact:** (877) DCA-LEAD; (609) 292-6140



## Weatherization Assistance

**Type of Assistance:** Financial—Grants.

**Description:** Assists elderly, disabled and low-income persons in weatherizing their homes, improving their heating system efficiency and conserving energy. The program also provides emergency heating assistance.

**Funding Source:** U.S. Department of Health and Human Services and U.S. Department of Energy.

**Award Period:** October 1 to September 30; April 1 to March 31.

**Assistance Provided To:** Low-income occupants; community-based agencies assisting low-income occupied dwelling units.

**Procedure for Applying:** Submission of an application to a designated community-based agency. Additional grants are subject to maintaining contractual compliance and submission of budget.

**Contact:** (800) 510-3102

## Recreation

### Recreation Opportunities for Individuals with Disabilities

**Type of Assistance:** Financial—Grants.

**Description:** Provides funding assistance to local units of government for both short-term special events and continuous recreational services for individuals with disabilities.

**Assistance Provided To:** Municipalities and counties.

**Type of Assistance:** Financial—Grants

**Funding Source:** State Appropriation, Grants-in-Aid

**Award Period:** January 1 to December 31.

**Procedure for Applying:** Application postmarked by May 31, and a resolution authorizing the match requirement.

**Other Information:** Match of \$1 local to \$5 state.

**Date of Notification:** August 31.

**Contact:** (609) 633-6278

## Revitalization

### Main Street New Jersey

**Type of Assistance:** Technical.

**Description:** Provides communities with the skills and knowledge to manage their own business districts.

Improves the local economy, as well as the appearance and image of traditional downtowns, through the organization of business people, local residents and resources.

**Assistance Provided To:** Designated Main Street New Jersey municipalities, downtown revitalization organizations, Economic Development Corporations, Urban Enterprise Zones, Special Improvement Districts, and New Jersey citizens.

**Contact:** (609) 633-9769

### Neighborhood Preservation

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Provides direct financial and technical assistance to municipalities over a three to five-year period to conduct activities associated with the preservation of designated neighborhoods, based on strategic revitalization plans within those municipalities.

**Funding Source:** State Aid Appropriation.

**Assistance Provided To:** Municipalities.

**Procedure for Applying:** Submit application in response to statewide request for proposal.

**Contact:** (609) 633-6278

### Individual Development Account

**Type of Assistance:** Matching Savings.

**Description:** IDAs are matched savings accounts to help low-income families accumulate funds specifically for high-return investments in homeownership, education or small-business ownership.

**Assistance Provided To:** Income-eligible working individuals and families with a minor child, through grants to nonprofit organizations.

**Contact:** (609) 292-9794

## Neighborhood Revitalization Tax Credit Program

**Description:** The Neighborhood Revitalization Tax Credit Program (NRTC) provides business entities a 50% tax credit for funds provided to nonprofit entities carrying out comprehensive revitalization plans. Nonprofit entities must use at least 60% of the tax credit funds for housing and economic development; the remaining funds may be used for supportive services.

**Assistance Provided To:** Municipalities eligible to receive aid under the “Special Municipal Aid Act” or “Abbott Districts.”

**Type of Assistance:** Financial-Grants.

**Funding Source:** Corporate Funds.

**Award Period:** Rolling.

**Procedure for Applying:** Submission of a Neighborhood Plan and Project Application.

**Application Deadline:** N/A.

**Date of Notification:** Varies.

**Contact:** (609) 633-6278

# Division of Fire Safety



*The **Division of Fire Safety** is the central fire service agency in the state, responsible for the development and enforcement of the State Uniform Fire Code, public education programs and firefighter training programs.*

*For further information regarding the Division of Fire Safety's programs or services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 633-6106. You may also visit our website at [www.nj.gov/dca/dfs](http://www.nj.gov/dca/dfs).*

*The mailing address is:*

**New Jersey Department of  
Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809**

## **Fire Safety Commission**

**Type of Assistance:** Advisory.

**Description:** Works closely with the Division of Fire Safety to promote fire safety in the state. The commission comprises 23 members, including State legislators and citizens with expertise or interest in fire safety. It was created by law to assist and advise the Commissioner of the Department of Community Affairs on all matters of fire safety.

**Assistance Provided To:** State government, the fire service and the general public.

**Other Information:** Meets five times each year to consider fire safety issues, amendments to the Uniform Fire Code, new fire safety programs and to hear comments from the public on matters of fire safety.

**Contact:** (609) 633-6139

## **Legislative and Regulatory Services**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides guidance regarding local enforcement of the Uniform Fire Safety Act and State Fire Prevention Code; oversees local agency operations and conducts routine monitoring; develops and amends program rules; provides assistance to Peer Review Committee to assess sanctions against certified officials; undertakes appropriate corrective or enforcement action for violations of the Act and Code; maintains quarterly registry of agencies having jurisdiction within each municipality in the State.

**Assistance Provided To:** Municipalities, fire services or private individuals.

**Contact:** (609) 984-1947

**Volunteer Emergency Service  
Organization Loan Program**

**Type of Assistance:** Financial–Loans.  
**Description:** Provides loans to fire departments and ambulance/rescue squads.  
**Funding Source:** State Appropriation, Special Revenue.  
**Award Period:** July 1 to June 30.  
**Assistance Provided To:** Volunteer and partially-paid fire companies, first aid squads and rescue squads.  
**Other Information:** Two percent interest, 10-year repayment, maximum loan: \$50,000.  
**Procedure for Applying:** Request for proposals mailed annually.  
**Contact:** (609) 984-1903

**Volunteer Recruitment and  
Retention Program**

**Type of Assistance:** Advisory and Programmatic.  
**Description:** Provides guidance, visual aids and assistance to local volunteer fire departments and first aid, ambulance and rescue squads trying to recruit new members and retain current members.  
**Other Information:** A toll-free telephone line answers calls from the public regarding recruitment. Callers are referred to their local volunteer organization’s recruitment officer by Division staff.  
**Assistance Provided To:** Volunteer fire departments, first aid, ambulance and rescue squads.  
**Contact:** (609) 633-6121, (800) FIRE-LINE

**Bureau of Fire Code  
Enforcement**

**Fire Code Services**

**Type of Assistance:** Technical and Advisory.  
**Description:** Provides technical assistance to fire officials/fire inspectors involved in the enforcement of the Uniform Fire Code and Regulations for Fire Code Enforcement.  
**Assistance Provide To:** Local enforcing agencies and private individuals.  
**Contact:** (609) 633-6132

**Inspections**

**Type of Assistance:** Technical.  
**Description:** Enforces the Uniform Fire Code in municipalities that do not elect to establish local enforcement agencies; responsible for the inspection of high-rise and life hazard use buildings/structures when the Department has retained direct enforcement authority.  
**Assistance Provided To:** Any municipality that has not established an enforcement agency for the Uniform Fire Code.  
**Contact:** (609) 633-6132

**Life Hazard Use Registration**

**Type of Assistance:** Technical and Advisory.  
**Description:** Life hazard use is defined as the use of a building or structure that may constitute a potential risk to human life, public welfare or firefighters. The program registers high-rise and life hazard use buildings/businesses to inspect and enforce the Uniform Fire Safety Act. Records of these structures are maintained and lists are distributed to local enforcement agencies. The program collects fees from life hazard use owners and establishes criteria to disburse funds to local agencies enforcing the Uniform Fire Code and Regulations.  
**Assistance Provided To:** Any fire service, local enforcement agency or individual.  
**Contact:** (609) 633-6144

**Local Assistance**

**Type of Assistance:** Technical.  
**Description:** Assists municipalities to establish local enforcing agencies in accordance with the Uniform Fire Safety Act; makes recommendations to the local enforcing agencies regarding daily operations; provides interpretations of the Uniform Fire Code.  
**Assistance Provided To:** Municipalities and local enforcing agencies.  
**Contact:** (609) 341-3258

## State Building Fire Safety Inspections

**Type of Assistance:** Technical.

**Description:** Supervises fire prevention and protection programs in all State-owned, State-leased and State-occupied structures.

**Assistance Provided To:** Mandatory for all State-owned or State-leased properties.

**Contact:** (609) 633-6132

## Bureau of Fire Department Services

### Fire Coordinator's Program

**Type of Assistance:** Technical.

**Description:** Administers the New Jersey Fire Coordinator System. This system is part of the State's emergency management system and manages the deployment of fire service resources requested beyond contiguous municipalities. There is a County Fire Coordinator assigned to each of the State's 21 counties. The system is designed to deploy Division staff the Emergency Operations Center at State Police Headquarters in West Trenton. From there, Division staff coordinate the deployment of fire service resources. County fire coordinators are responsible for maintaining resource lists including apparatus, specialized equipment, and available manpower, and working with the Division staff to have them readily available.

**Contact:** (609) 633-6071 during a declared state of emergency.

## Fire Department Programs

**Type of Assistance:** Technical and Advisory.

**Description:** Investigates serious injuries or deaths of firefighters in the line of duty and publishes the findings in a formal report. Additionally, this unit works with the Juvenile Firesetter Committee to research and develop a statewide policy for preventing juveniles from setting fires, and for educating the public and the fire service about the problem.

**Other Information:** In cooperation with the Department of Treasury, the program develops specifications for firefighters' protective clothing and equipment for inclusion on the State Cooperative Purchasing Contract. This ensures that protective clothing meets the standards established in the Public Employees Occupational Safety and Health Act.

**Assistance Provided To:** Fire service organizations, emergency medical services, and state, county or municipal governments and anyone dealing with the problems of a juvenile firesetter.

**Contact:** (609) 633-6071; (800) 357-5230

## Fire Incident Reporting System

**Type of Assistance:** Technical.

**Description:** Administers a statewide fire incident reporting system that also serves as a central depository for the National Fire Incident Reporting System. Participating fire departments report emergency incidents in a standardized format that is passed on to the U.S. Fire Administration to be included in national statistics and analyses. The unit also analyzes statewide data to identify trends and publishes an annual report titled "Fire in New Jersey."

**Assistance Provided To:** Any fire service organization or interested individual.

**Contact:** (609) 633-6324



## **Fire Protection Installers/ Maintenance Certification Program**

**Type of Assistance:** Technical and Advisory.

**Description:** Establishes a comprehensive, mandatory licensing procedure for contractors who sell, install, repair, inspect and maintain fire protection equipment. Determines whether an application is complete and if all requirements have been met. The appropriate license is issued to the applicant in each field for which the qualifications are met.

**Other Information:** Currently, there are six license classifications established within this program: Fire Protection Equipment; Fire Sprinkler System; Special Hazard Fire Suppression System; Fire Alarm Equipment; Portable Fire Extinguisher; and Kitchen Fire Suppression System. Businesses that provide any type of service on fire safety equipment must obtain an annual business permit.

**Contact:** (609) 633-6121

## **Office of Training and Certification**

**Type of Assistance:** Technical, Advisory and Training.

**Description:** Provides statewide educational and training programs relating to fire protection, fire prevention, fire safety inspection, and to certify fire officials/fire inspectors who enforce the Uniform Fire Code. The office also develops training standards for various positions within the fire service and provides training programs leading to certification in those positions. Continuing education programs are also available to individuals holding certain certifications. This program also offers National Fire Academy Training courses covering all aspects of firefighting.

**Assistance Provided To:** Fire service training academies, fire service organizations or private individuals.

**Contact:** (609) 633-6117

## **Persons with Disabilities or Oxygen Use Emblem Program**

**Type of Assistance:** Technical.

**Description:** Issues a person with a disability or who uses oxygen one of two identification emblems. The disability emblem is affixed to a window of a residential dwelling and alerts firefighters, medical, rescue or law enforcement personnel, when responding to an emergency situation, that a person with a disability may be present therein and may require special assistance. The oxygen emblem is also affixed to a window of a residential dwelling to warn firefighters that oxygen is in use within that dwelling. A person with a disability or who uses oxygen may apply for an emblem by contacting the Division.

**Contact:** (609) 633-6121

## **Public Education**

**Type of Assistance:** Technical and Advisory.

**Description:** Increases public awareness of fire safety by developing educational fire safety materials such as brochures, flyers, posters and booklets for distribution to schools, fire departments and the general public; develops specific fire safety programs for schools, preschools and senior citizens; publishes a newsletter for members of the fire service and other individuals and organizations interested in fire safety; and helps coordinate an annual fire safety poster contest for school children throughout the state.

**Assistance Provided To:** Municipalities, schools, fire departments and the general public.

**Contact:** (609) 633-6071



# Division of Housing



*The **Division of Housing** is committed to building neighborhoods. Working with nonprofit organizations, municipalities, private developers and the Housing and Mortgage Finance Agency, the Division is responsible for grant and loan programs that promote economic and community development through housing.*

*For further information, please call the telephone number listed for each particular program, or call the main telephone numbers at (609) 292-4080. You may also visit our website at [www.nj.gov/dca/housing](http://www.nj.gov/dca/housing).*

***The mailing address is:***

New Jersey Department of  
Community Affairs  
**Division of Housing**  
PO Box 806  
Trenton, NJ 08625-0806

## **Audit Review and Fiscal Monitoring**

Monitors the fiscal and accounting systems of agencies receiving Division funding (nonprofits, local governments, etc.), and reports the results to the Division director and the appropriate program unit for review and action.

## **Office of Research and Policy Development**

Identifies and pursues federal and foundation grant funds to supplement the Division's initiatives. ORPD is responsible for preparing the State's Consolidated Plan and the Fair Housing Plan. In addition, ORPD administers the State's HOME Program and the Fair Housing and Outreach Initiative.

## **Housing Assistance and Production Programs**

*This component administers programs that address the housing needs of homeless and potentially homeless individuals and families by providing housing assistance payments. This element also provides financial assistance to municipalities, for-profit and nonprofit developers producing affordable housing, and manages long-term affordability controls.*

## Family Self-Sufficiency

**Type of Assistance:** Financial–Subsidies.

**Description:** Assists families who are participants in the Section 8 Housing Choice Voucher Program toward becoming self-sufficient and self-reliant through the implementation of an individualized action plan.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** October 1 to September 30.

**Assistance Provided To:** Families must be participants in DCA's Section 8 Housing Choice Voucher Program to be eligible.

**Contact:** (609) 292-9025

## Green Homes Office

**Type of Assistance:** Technical and Financial–Grants.

**Description:** Improves the environmental performance, energy efficiency, quality and affordability of housing in New Jersey through advocacy, education and technical assistance. Accelerates the use of innovative green design and building technologies, raises building standards and creates a consumer demand for healthy, efficient and environmentally responsible, high-performance homes.

**Assistance Provided To:** For-profit and nonprofit developers and municipalities.

**Contact:** (609) 292-3931

## HOME–Housing Production Investment Fund

**Type of Assistance:** Financial–Grants and loans.

**Description:** Provides non-interest and interest bearing deferred loans and grants to for-profit and nonprofit developers for the purpose of creating affordable housing throughout the State.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Funds are targeted to:

- Applications to the Balanced Housing Program that are feasible, but for which state funds are not available;
- Applications from developers in municipalities where there is a demonstrated need for affordable housing, but are not eligible for Balanced Housing funds; and

- Areas where there is demonstrated need for affordable housing and where other sources of federal funds, such as HOME and when Community Development Block Grants, are not available from the local jurisdiction.

The program is administered in accordance with the Balanced Housing Program rules and regulations and the federal HOME regulations.

**Application Deadline:** Accepted continuously.

**Date of Notification:** January, April, July and October.

**Contact:** (609) 633-6285

## Homelessness Prevention

**Type of Assistance:** Financial–Grants and Subsidies.

**Description:** Provides limited financial assistance to low- and moderate-income tenants and homeowners in imminent danger of eviction or foreclosure due to temporary financial problems beyond their control. Funds are used to disburse payments in the forms of loans and grants to landlords and mortgage companies on behalf of eligible households in danger of homelessness.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 633-6204

## HOME–Tenant-Based Rental Assistance

**Type of Assistance:** Financial–Subsidies.

**Description:** Provides tenant-based rental assistance to families with special needs and, in some cases, to eligible, in-place residents of a rental project being rehabilitated under the HOME Program.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Households who have graduated from transitional housing programs that meet the Division's guidelines for such programs, and households where the head of household is elderly or disabled.

**Procedure for Applying:** Current waiting list.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-4080

### Housing Affordability Services

**Type of Assistance:** Technical.

**Description:** Provides services to municipalities and low- and moderate-income households regarding affordable housing. Maintains a statewide referral list of households that are potentially eligible for affordable housing units and can be selected for interviews through computer analysis. Pricing schedules and marketing analysis reports are also available. Retains permanent records and growing inventory of over 10,000 units of affordable housing, and produces statistical reports for municipalities and for academic studies.

**Assistance Provided To:** All parties concerned with the sales, rental, re-sales and re-rentals of affordable housing.

**Contact:** (609) 292-9795

### Neighborhood Preservation Balanced Housing

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Provides direct financial and technical assistance to municipalities over a three to five year period to conduct activities associated with the preservation of designated neighborhoods based on strategic revitalization's plans within those municipalities.

**Funding Source:** State Aid Appropriation

**Award Period:** Four times per year.

**Assistance Provided To:** Municipalities.

**Other Information:** Municipalities must fall into one of the following categories:

- It has received substantive certification from the Council on Affordable Housing;
- It has entered into a judicially-approved compliance agreement to settle its fair share housing obligation;
- It is subject to a court-ordered builder's remedy;
- It has been designated as a receiving municipality under a regional contribution agreement and the project plan has been approved by the Council on Affordable Housing; or

- It has, at any time since Fiscal Year 1988, been eligible to receive State aid.

**Application Deadline:** Applications accepted continuously.

**Date of Notification:** January, April, July and October.

**Contact:** (609) 633-6278

### Section 8 Housing Choice Voucher Program

**Type of Assistance:** Financial—Subsidies.

**Description:** Assists in making safe and quality housing in the private rental market affordable to very low-income families by reducing housing costs through direct rent subsidy payments to landlords.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Kinds of Assistance:** Based on the premise that housing costs (rents and utilities) should not exceed 30 percent of a family's income, the program provides annual funds for rental subsidies to a limited number of very low-income applicants (special emphasis is placed on assisting special needs residents in their efforts to live independently in the community).

**Other Information:** The statewide program is available to residents of all New Jersey counties. Additional Section 8 Existing Housing programs are administered throughout the state by a number of municipal and county authorities.

**Assistance Provided To:** Very low-income families; single individuals over 62 years of age; or individuals with special needs.

**Contact:** (609) 292-9025

### Section 8 Landlord Liaison Office

**Type of Assistance:** Advisory.

**Description:** Provides assistance and educational materials to landlords participating in the Section 8 Rental Assistance Program.

**Assistance Provided To:** Tenants and landlords in need of advice regarding residential property rentals.

**Contact:** (609) 633-6605

## Community Housing Development Organizations Seed Money Loans

**Type of Assistance:** Financial—Loans.

**Description:** Provides pre-development/seed money loans to nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing. Loans may only be used for project-specific costs.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** Maximum of 18 months.

**Assistance Provided To:** Nonprofit organizations certified as State CHDOs.

**Procedure for Applying:** Contact program coordinator for details.

**Contact:** (609) 633-6302

## HOME—Community Housing Development Organizations Operating Grants

**Type of Assistance:** Financial—Grants.

**Description:** Provides operating support for nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit organizations certified as State CHDOs.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6302

## Performance Grants to Nonprofits

**Type of Assistance:** Financial—Grants.

**Description:** Provides operating support for nonprofit organizations developing affordable housing. Continuation grants are based on grantee agencies' performance.

**Funding Source:** State Appropriation—Fair Housing Revenue (NJ Realty Transfer Tax).

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-2129

## Pre-Development Loan Partnership

**Type of Assistance:** Financial—Loans.

**Description:** Provides pre-development/seed money loans to nonprofit organizations actively involved with the development of affordable housing. Loans may only be used for project-specific costs.

**Funding Source:** Revolving Housing Demonstration Program and seven financial institutions.

**Award Period:** Maximum of 18 months.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Open.

**Date of Notification:** Varies.

**Contact:** (609) 633-2129

### Balanced Housing Deep Subsidy Program

**Description:** This initiative is intended to increase the number of rental housing units affordable to very low-income families. The Department of Community Affairs (DCA) is allocating \$5 million annually to reduce the cost of constructing those units produced under this program. Funding is limited to capital investments and is funded from the Neighborhood Preservation Balanced Housing Program.

**Procedure for Applying:** Contact program manager for details.

**Contact:** (609) 633-6302

### Shelter Housing Exit (SHE) Program

**Description:** The SHE Program provides housing assistance to women and children who are homeless because of domestic violence. The purpose of the SHE Program is to provide limited financial assistance to victims of domestic violence and their children to find safe housing. The program provides short-term and long-term housing assistance to eligible applicants.

**Procedure for Applying:** Eligible applicants must be referred to the program by the county's lead domestic violence shelter. Contact program manager for details.

**Contact:** (609) 984-8453

### Shelter Support

**Type of Assistance:** Financial—Grants.

**Description:** Provides funds to renovate and improve existing homeless shelters and transitional housing, construct new homeless shelters and transitional housing, and pay certain social services and operating costs.

**Funding Source:** State Appropriation and U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Local governmental units and nonprofit organizations.

**Other Information:** Federally funded projects must adhere to Emergency Shelter Grant Program regulations.

**Procedure for Applying:** Submission of an application.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-3846

### Section 8 Single Room Occupancy—Moderate Rehabilitation

**Type of Assistance:** Technical.

**Description:** Assists in rehabilitating privately owned, substandard, single-room occupancy rental units providing housing for individuals eligible for Section 8 Rental Assistance. Technical assistance is provided to property owners during all phases of rehabilitation including preparing work write-ups, evaluating contractor bids, applying for financing, and construction and quality control. Upon completing the rehabilitation work, the project sponsor receives financial assistance, administered by the Housing Assistance Element over a 10-year period, in the form of Section 8 Rental Assistance. Assistance is paid on behalf of eligible tenants.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Owners of substandard rental properties that require rehabilitation costing at least \$3,000 per unit to bring them up to standard condition and eligibility for rent subsidy.

**Procedure for Applying:** Submission of an application in response to Request for Proposal.

**Contact:** (609) 633-6179



# Division of Local Government Services



*The **Division of Local Government Services** works with local governments to ensure their financial integrity and solvency and to support their efforts to comply with State laws and regulations.*

*For further information on the Division of Local Government Services' programs and services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-6110. You may also visit our website at [www.nj.gov/dca/lgs](http://www.nj.gov/dca/lgs) or e-mail us at [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us).*

***The mailing address is:***

New Jersey Department of  
Community Affairs  
Division of Local  
Government Services  
PO Box 803  
Trenton, NJ 08625-0803

## Municipal Government Financial Assistance Programs

**[www.nj.gov/dca/lgs/muniaid/aidmenu.htm](http://www.nj.gov/dca/lgs/muniaid/aidmenu.htm)**

### Consolidated Municipal Property Tax Relief Aid

**Type of Assistance:** Financial—Grants.

**Description:** Provides all municipalities with property tax relief at the amounts they received under the programs during Fiscal Year 1995. Aid is distributed in set amounts between July and December.

**Funding Source:** State Appropriation, Property Tax Relief Fund.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** All municipalities.

**Procedure for Applying:** Aid distributed by formula at times set in State budget.

**Date of Notification:** Preliminary: February 1. Final: July 15.

**Contact:** (609) 292-6110

### Extraordinary Aid—Supplemental Municipal Property Tax Relief

**Type of Assistance:** Financial.

**Description:** Allocates funds to municipalities experiencing extraordinary circumstances causing increases in local property tax or reduction in services without special State Aid.

**Funding Source:** State Appropriation, Property Tax Relief Fund—State Aid

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities.

**Procedure for Applying:** Submit application form with municipal budget.

**Contact:** (609) 292-4806



## **Legislative Initiative Municipal Block Grant**

**Type of Assistance:** Financial—Grants.

**Description:** Reduces the amount the municipality is required to raise by local property tax levy for municipal purposes.

**Funding Source:** State Appropriation, State Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities.

**Other Information:** Aid amount determined by statutory formula. All municipalities are eligible in proportion to the number of residents pursuant to the federal census.

**Application Deadline:** Varies.

**Date of Notification:** Calendar Year—February 1 and State Fiscal Year—July 15.

**Contact:** (609) 292-7842

## **Special Municipal Aid Act—Distressed Cities Program**

**Type of Assistance:** Technical and Financial—Grants.

**Description:** Assists municipalities facing the most severe fiscal conditions in recovering from fiscal distress and improving management and financial practices.

**Funding Source:** State Appropriation, State Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipal governments identified by the Division and Local Finance Board to be in need of substantial financial aid and technical assistance to resolve ongoing fiscal problems.

**Other Information:** Grants and technical assistance are contingent on the municipality executing a Memorandum of Understanding committing them to making management and operational improvements recommended by the Local Finance Board.

**Procedure for Applying:** None; based on determination of the Division director.

**Contact:** (609) 292-4806

## **Bureau of Authority Regulation**

*The Bureau of Authority Regulation is responsible for regulating and providing managerial, operational and technical assistance in financial matters relating to budgeting, accounting, financial reporting, and auditing and financial applications for local entities (authorities and fire districts). The Bureau reviews and comments on project applications for financial capabilities, risk allocation and amendments to county solid waste management plans, and other specific items as assigned.*

### **Authority Audit, Financing and Accounting Assistance**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides information and advice to local entities, their representatives and the general public on auditing, project financing, financial reporting and accounting matters.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Contact:** (609) 984-0132

### **Authority and Fire District Budget Assistance**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides assistance in the preparation, submission, amendment and adoption of authority and fire district budgets. Promulgates rules and regulations pertaining to preparation of local public authority and special district budgets and capital budgets for the review and approval by the Division director.

**Assistance Provided To:** Citizens, officials of local governments and their representatives.

**Contact:** (609) 984-0132

## Liaison with Local Finance Board

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews, prepares analysis and provides testimony on applications submitted to the Local Finance Board.

**Assistance Provided To:** Citizens, officials of local governments and their representatives.

**Contact:** (609) 984-0132

## Bureau of Financial Regulation and Assistance

*The Bureau of Financial Regulation and Assistance is statutorily responsible for ensuring that each of the State's 566 municipalities and 21 county governments complies with laws and regulations related to the finances of local governments. Through its programs, the Bureau provides technical assistance and serves in a regulatory capacity.*

### Audit and Financial Assistance

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides technical assistance as well as accounting and auditing rule promulgations of the Division and Local Finance Board.

**Assistance Provided To:** Municipal and county financial officers, registered municipal accountants, public officials and interested residents.

**Contact:** (609) 292-4806

### Budget and Cap Law Assistance

**Type of Assistance:** Technical and Regulatory.

**Description:** Assists municipalities and counties in complying with New Jersey's Cap Law.

**Assistance Provided To:** Municipalities or counties.

**Contact:** (609) 292-4806

## Emergency Resolutions

**Type of Assistance:** Technical.

**Description:** Assists municipalities and counties in filing emergency budget resolutions when necessary.

**Assistance Provided To:** Municipalities or counties.

**Contact:** (609) 292-4806

## Investment of Municipal Funds

**Type of Assistance:** Technical and Advisory.

**Description:** Assists each local unit in adopting a cash management plan and in depositing its funds pursuant to that plan as required by the Local Fiscal Affairs Law.

**Kinds of Assistance:** Through analysis and counseling, local officials are provided assistance with their investment programs. Provides advice and recommendations regarding cash flow, investments and the New Jersey Cash Management Fund.

**Assistance Provided To:** All county and municipal governments.

**Contact:** (609) 292-4806

## Single Audit Review

**Type of Assistance:** Technical and Regulatory.

**Description:** Reviews single audit reports of local units to ensure compliance with the Single Audit Act of 1984.

**Assistance Provided To:** Qualified auditors and chief financial officers of local units of government.

**Contact:** (609) 292-4806

## Local Finance Board

*The Local Finance Board is a statutorily created body with the overall responsibility for promulgating rules and regulations on the fiscal operations, fiscal reporting and fiscal conditions of all New Jersey municipalities, counties, local authorities and special districts. It has specific statutory authority to approve or make recommendations on various agency financing and debt matters, create or dissolve local authorities or special districts, assume fiscal control over local governments, and assist their governing bodies in financial and operational matters.*

*The Board also is responsible for administering the Local Government Ethics Law. The director of the Division serves as the Board's chairman. Other members are nominated by the Governor and confirmed by the State Senate.*

### Executive Secretary Local Finance Board

**Type of Assistance:** Regulatory and Technical.

**Description:** Administers the provisions of the Local Bond Law, Local Fiscal Affairs Law, Local Budget Law, Local Authorities Fiscal Control Law, and other respective statutes. These laws require the filing of applications to appear before the Local Finance Board with subsequent action by the Board.

**Assistance Provided To:** General public, officials of local government and professionals representing them.

**Contact:** (609) 292-0479

## Local Government Ethics Law

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers the provisions of the Local Government Ethics Law. This requires a wide range of local government officials to file Board promulgated Financial Disclosure Statements with the Board and their local governments annually; sets a minimum ethical standard for local government employees; empowers the Board to investigate complaints and issue advisory opinions; and serves as the ethics board where no local board has been established.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Other Information:** The Local Finance Board hears complaints against employees or officers for municipalities who have not appointed their own local ethics board, as well as appeals on decisions by local ethics boards. The Board's staff also works with local government officials to assist in administering the law.

**Contact:** (609) 292-0479

**For More Information:**

[www.nj.gov/dca/lgs/ethics/ethcmenu.htm](http://www.nj.gov/dca/lgs/ethics/ethcmenu.htm).

## Qualified Bonds

**Type of Assistance:** Regulatory and Technical.

**Description:** Strengthens the credit status of municipalities and school districts by pledging state aid to guarantee debt service payments on qualified bond issues.

**Other Information:** The municipality or school district files an application with the Local Finance Board. If the findings are favorable, the Board may authorize the issuance of qualified bonds.

**Assistance Provided To:** Residents, officials of local governments and their respective representatives.

**Contact:** (609) 292-0479

## Resource Recovery, Waste Water Treatment and Clean Water

**Type of Assistance:** Technical and Regulatory.

**Description:** Reviews and analyzes financial plans, proposals and other pertinent documents and

applications submitted to the Division by local entities. This detailed review is performed to ensure that an undue financial burden is not placed on the residents of the area covered by the proposed contracts.

**Assistance Provided To:** Officials of counties, municipalities, authorities, special districts, their representatives and the general public.

**Contact:** (609) 984-0132

## Bureau of Local Management Services

*The Bureau of Local Management Services provides the State's local government units with advisory and technical assistance in general government issues, purchasing, joint insurance funds, certification programs, deferred compensation, and the Length of Service Award Program. The Bureau reinforces the Division's role as advocate for local governments in New Jersey.*

### Cooperative Purchasing

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides assistance to local contracting units in the planning, development and implementation of cooperative purchasing programs.

**Other Information:** All cooperative purchasing systems are required to be registered with and approved by the Division director.

**Assistance Provided To:** Any municipality, county, board of education, or other type of local contracting unit interested in developing or participating in a cooperative purchasing system.

**Contact:** (609) 633-3742 or [lpcl@dca.state.nj.us](mailto:lpcl@dca.state.nj.us)

### Deferred Compensation Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides technical assistance to counties, municipalities and public authorities to establish deferred compensation programs and to ensure compliance. All local government (county, municipality, public authority) deferred compensation programs are required to be filed with and approved by the Division. Approval is for an indefinite period, but all program amendments and modifications must be filed with and approved by the Division.

**Assistance Provided To:** Any municipality, county or public authority; vendors of deferred compensation programs.

**Contact:** (609) 984-2105

### Length of Service Award Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides tax-deferred income benefits to active members of all volunteer fire and first aid organizations.

**Assistance Provided To:** Municipalities, fire districts, fire companies, first aid organizations and interested residents.

**Contact:** (609) 984-2105

**For Further Information:**

[www.nj.gov/dca/lgs/losap/losap.htm](http://www.nj.gov/dca/lgs/losap/losap.htm).

### Local Government Professional Certification Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Administers certification and examination programs for local government professionals as provided by law; maintains database of certified individuals; approves continuing education programs; and monitors certification renewals.

**Assistance Provided To:** Municipal and county officials or interested residents.

**Contact:** (609) 292-9757

**For Further Information:**

[www.nj.gov/dca/lgs/certunit/certmenu.htm](http://www.nj.gov/dca/lgs/certunit/certmenu.htm).



## **Municipal Law and General Assistance**

**Type of Assistance:** Technical and Advisory.

**Description:** Assists local officials with questions concerning the application of various matters of local government law.

**Assistance Provided To:** Local government officials.

**Contact:** (609) 292-7842

## **Public Insurance Management Assistance (Joint Insurance Fund Approval)**

**Type of Assistance:** Technical, Advisory and Regulatory.

**Description:** Provides technical assistance to local governments regarding joint insurance.

**Assistance Provided To:** Any municipality, county, authority or other interested party.

**Contact:** (609) 292-7842

## **Purchasing Assistance**

**Type of Assistance:** Technical, Advisory and Regulatory.

**Description:** Provides general assistance to municipal, county and authority agencies or school districts in the area of purchasing goods and services and in developing procedures for acquiring and verifying the receipt of goods and services to improve efficiency and coordination of any purchasing system.

**Assistance Provided To:** Local government and school officials.

**Contact:** (609) 292-7842

**For Further Information:**

[www.nj.gov/dca/lpcl](http://www.nj.gov/dca/lpcl).

## **Shared Services**

**Type of Assistance:** Technical.

**Description:** Provides assistance for the joint or shared provision of services by local units of government. Division staff provides guidance on conducting feasibility studies and other issues.

**Other Information:** Among the services local jurisdictions can consider for shared services are assessment and collection of taxes, electronic data

processing, solid waste collection and disposal, code inspection, welfare social services, parks and public works.

**Assistance Provided To:** Any county, municipality, school district or local board, agency or commission. All requests are made through the local government unit.

**Contact:** (609) 292-7842

**For Further Information:**

[www.nj.gov/dca/lgs/interloc/intrmenu.htm](http://www.nj.gov/dca/lgs/interloc/intrmenu.htm)

## **Tenant Property Tax Rebate Program**

**Type of Assistance:** Technical and Regulatory.

**Description:** Requires landlords of qualified residential rental properties to rebate or credit tenants with property tax reductions.

**Kinds of Assistance:** Personal responses to telephone inquiries and written referrals.

**Assistance Provided To:** Tax collectors, rent leveling clerks, landlords and tenants.

**Contact:** (609) 292-4656

**For Further Information:** [www.nj.gov/dca/lgs/tenreb/tenreb.html](http://www.nj.gov/dca/lgs/tenreb/tenreb.html).

## **Office of Local Government Research**

*The Office of Local Government Research assists the Division Director in a wide range of policy and technical areas.*

### **Annual Report**

**Type of Assistance:** Technical.

**Description:** Provides comparative financial statistics and other pertinent data on all municipalities and counties in the State.

**Kinds of Assistance:** Statistical information on all municipalities and counties in CD-ROM format for interested parties.

**Contact:** (609) 292-6110



## Debt Statement Assistance

**Type of Assistance:** Regulatory and Technical.

**Description:** Provides assistance to municipalities and counties regarding the filing requirements for Annual Debt Statements and Supplemental Debt Statement Forms; receives and records their filings.

**Assistance Provided To:** Residents, officials of local governments and their respective representatives.

**Contact:** (609) 984-6626

## Local Finance Notices

**Type of Assistance:** Regulatory and Technical.

**Description:** Provides guidance, information and directives to local municipalities, agencies and officials concerning legal and regulatory aspects of various functional areas and programs. Mailed subscriptions are available for a nominal fee; e-mail subscriptions are free.

**Assistance Provided To:** Municipalities, counties, authorities, fire districts, local officials and interested citizens.

**Contact:** (609) 984-6626

**For further information:**

[www.nj.gov/dca/lgs/lfns/lfnmenu.htm](http://www.nj.gov/dca/lgs/lfns/lfnmenu.htm).

## Mortgage Escrow

### Transaction Program

**Type of Assistance:** Technical.

**Description:** Maintains bank codes for all mortgage lenders, servicers and property tax processors; ensures delivery of tax bills to the proper parties; administers the provisions relating to mortgage escrow accounting transactions.

**Assistance Provided To:** Tax collectors, mortgage lenders, servicers and tax processors.

**Contact:** (609) 292-4656

# Government Records Council



*The **Government Records Council (GRC)** was established by the Open Public Records Act (OPRA) to guarantee public access to government records. The GRC can assist public agency records custodians and the public by providing guidance and information, as well as resolving denial of access disputes.*

*For information regarding the Government Records Council, please call (866) 850-0511, e-mail us at [GRC@dca.state.nj.us](mailto:GRC@dca.state.nj.us), or access our website <http://www.nj.gov/grc>.*

***The mailing address is:***

**New Jersey Department of  
Community Affairs  
Government Record Council**  
PO Box 819  
Trenton, NJ 08625-0819

*The Council comprises the Departments of Community Affairs and Education Commissioners (or their designees) and three members of the public appointed by the Governor with the advice and consent of the State Senate. The Council:*

- Responds to inquiries and complaints about OPRA from the public and public agency records custodians;
- Issues public information about OPRA and services provided by the Council;
- Maintains a toll-free help-line and website to assist the public and records custodians;
- Issues advisory opinions on the accessibility of government records;
- Delivers training on OPRA;
- Provides mediation of disputes about access to government records; and
- Resolves disputes regarding access to government records.

# Division on Women



*The **Division on Women** advocates for the rights and opportunities for all women in New Jersey. The Division provides leadership in the formulation of public policy and in the development, coordination and evaluation of programs and services for women.*

*For further information regarding any of the programs and services provided by the Division on Women, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-8840. You may also visit our website at [www.nj.gov/dca/dow](http://www.nj.gov/dca/dow) or e-mail us at [dow@dca.state.nj.us](mailto:dow@dca.state.nj.us).*

***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Division on Women  
PO Box 801  
Trenton, NJ 08625-0801**

## **New Jersey Advisory Commission on the Status of Women**

**Type of Assistance:** Advisory, Technical and Advocacy.

**Description:** This 11-member commission makes recommendations to the Division regarding policies and programs; provides technical assistance to county and municipal commissions on women; assists in the formation of commissions; and co-sponsors several events with the Division on Women, including the annual celebration of Women's History Month in March and Women's Equality Day (August 26).

**Assistance Provided To:** Women's organizations and county and local commissions on women.

**Contact:** (609) 292-8840

### Displaced Homemaker Centers

**Type of Assistance:** Financial-Grants.

**Description:** Provides job counseling and other supportive services for women who have been dependent on the income of another household member, but due to death, disablement of spouse or divorce, must now support themselves. The Centers provide job counseling services; job training and placement services; supportive counseling services; educational services; financial management services; health education services; computer literacy; educational services; legal information; and referral services. Centers emphasize activities that provide training and other employment-related services for displaced homemakers to enhance their employability and earnings.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies and higher education institutions.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Domestic Violence Hotline

**Type of Assistance:** Technical and Financial-Grants.

**Description:** Provides information to victims of domestic violence through a 24-hour, seven-day-a-week, domestic violence hotline to serve victims of domestic violence and others seeking information about domestic violence. The hotline provides a bilingual service and is accessible to the hearing impaired.

**Funding Source:** U.S. Department of Justice (New Jersey Department of Law and Public Safety, Division of Criminal Justice-Victims of Crime Act). Match provided by the Division on Women.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** WomanSpace, Inc. (the grantee) and victims of domestic violence.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840, Hotline: (800) 572-7233

### Hispanic Women Demonstration Resource Centers

**Type of Assistance:** Financial-Grants

**Description:** Provide services to enhance the employability and earnings of Hispanic women, through outreach to the community; basic English language skills and bilingual and bicultural resources; training in assertiveness, survival and coping skills; education evaluation services; job counseling and placement services; self-help programs and mentoring projects; career information services; internships; computer literacy; information and referral services; health education; and legal and child care referral services.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Job Training Centers for Urban Women

**Type of Assistance:** Financial-Grants.

**Description:** Provides training and resource programs for disadvantaged women in urban areas. Centers work with the urban poor, unemployed and underemployed working women of diverse racial and ethnic backgrounds who are seeking to improve their lives through self-development and economic self-sufficiency. Provides job readiness and life skills training; computer literacy; entrepreneurial training; supportive counseling and support groups; self-help programs; job training and placement; information and referral services. Centers providing these activities, training and other employment related services are designed to enhance employability and earnings of urban women and their families.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies and higher education institutions

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

## Legislation

**Type of Assistance:** Technical, Informational, Advocacy and Legislative.

**Description:** Monitors legislation of concern to women; provides testimony and technical assistance to legislative committees; and periodically sponsors legislative briefing seminars providing legislative updates for women's organizations.

**Assistance Provided To:** Government agencies and legislative representatives, community organizations and individuals.

**Contact:** (609) 292-8840

## Police Domestic Violence Training Reimbursement Program

**Type of Assistance:** Financial–Reimbursement.

**Description:** Reimburses municipal police departments for expenses incurred as a result of providing domestic violence training.

**Funding Source:** State Appropriation.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipal police departments.

**Procedure for Applying:** Submission of application.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-8840

## Prevention of Violence Against Women

**Type of Assistance:** Financial–Grants, Technical, Training, Public Awareness, Informational and Advisory.

**Description:** Funds are used for research and programmatic projects that are involved with prevention of violence against women and to improve delivery of services to domestic violence and sexual violence survivors.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** Varies.

**Assistance Provided To:** Domestic violence programs and sexual assault programs.

**Procedure for Applying:** Contact program coordinator.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-8840

## Sexual Assault, Abuse and Rape Care Program

**Type of Assistance:** Financial–Grants, Technical, Informational and Promotional.

**Description:** Oversees grants and contracts; and provides technical assistance to selected county-based Rape Care Centers in each of the State's 21 counties, as well as regional/statewide sexual assault Prevention Education Programs and the New Jersey Coalition Against Sexual Assault. The program assists grantees to implement victim-centered services, provide risk reduction activities, and develop a strong, positive presence in each county and community. The program contracts with 21 county-based Rape Care Centers that provide free and confidential 24-hour assistance to primary and secondary victims of sexual assault.

Services include, but are not limited to:

- 24 -hour crisis/information hotline;
- 24-hour victim accompaniment to medical procedures, law enforcement interviews, investigative procedures and court proceedings;
- Individual and group counseling for primary and secondary victims;
- Victim advocacy; and
- Referrals and follow-up support.



Regional/statewide education programs provide awareness, risk reduction, and educational prevention presentations and campaigns in an effort to reduce the incidence of sexual assault, abuse and rape. Sensitivity training for professionals and others who interact with victims of sexual assault is also provided. Additionally, the program participates in statewide policy development on issues related to sexual assault and rape care advocacy.

**Funding Source:** State Appropriation, Federal Rape Prevention Education Grant and Federal Health and Human Services Block Grant.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Women's Referral Central

**Type of Assistance:** Financial–Grants, Informational and Referral.

**Description:** Provides referrals and information to women in New Jersey through a 24-hour, seven-day-a-week, statewide, toll-free hotline. The hotline provides referrals and basic information in areas of concern, such as counseling, legal services, discrimination, housing, divorce, violence, and financial assistance. The hotline provides a bilingual service and is accessible to the hearing impaired.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Center For Family Services, Inc. (the grantee) and women in need of information and referral assistance.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840, Hotline: (800) 322-8092

### Women's Shelters

**Type of Assistance:** Financial–Grants.

**Description:** The program assists shelters with capital needs.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Domestic violence programs.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

# Office of Smart Growth



*The **Office of Smart Growth (OSG)**, is leading the effort to promote sustainable development, protect the environment, preserve open space and revitalize our communities. OSG serves as a resource to local governments, planning commissions, developers and the public. OSG works with various partners to write and implement the New Jersey State Development and Redevelopment Plan.*

*For further information, please call the telephone numbers listed for each particular program, or call the main telephone number at (609) 292-7156. You may also visit our website at [www.nj.gov/dca/osg](http://www.nj.gov/dca/osg).*

**The mailing address is:**

New Jersey Department of  
Community Affairs  
**Office of Smart Growth**  
PO Box 204  
Trenton, NJ 08625-0204

## **Brownfields Redevelopment**

**Type of Assistance:** Technical and Advisory.

**Description:** Expedites the process of returning brownfields sites to productive use; supports implementation of the State Plan and the application of smart growth principles; integrates all state brownfields-related programs to facilitate project implementation and improve state support and coordination through the Brownfields Redevelopment Interagency Team; establishes brownfields inventory database; creates marketing strategy for redevelopment; evaluates current public incentives and makes recommendations for state policy on brownfields redevelopment through the Brownfields Redevelopment Task Force.

**Assistance Provided To:** Anyone.

**Contact:** (609) 292-7156

## **Community Design and Physical Planning**

**Type of Assistance:** Technical and Advisory.

**Description:** Assists with physical planning and design efforts related to State Plan implementation and Smart Growth objectives. Areas covered include visioning, design charrettes, master planning, redevelopment planning, design guidelines, zoning and land development codes, technical standards for planning, and request for proposals for consultant and developer selection. Municipal Mayors may also request to participate in the Mayor's Design Institute held twice yearly and/or become part of a graduate level planning and design studio.

**Assistance Provided To:** Selected local and county governments and planning boards, state agencies, housing authorities, redevelopment authorities, nonprofit agencies and consultants.

**Contact:** (609) 292-7156

## Intergovernmental Affairs

**Type of Assistance:** Implementation and Advisory.

**Description:** Coordinates and aligns state agency activities in the implementation of Smart Growth principles and the State Plan. Partner agencies include: Transportation, Environmental Protection, Agriculture, Commerce, NJ Transit, Education, Board of Public Utilities, Economic Development Authority, HMFA and NJ Schools Construction Corporation. Also facilitates the completion of smart growth redevelopment projects in appropriate locations, and provides technical assistance on project-related permitting and financing issues.

**Assistance Provided To:** Counties, municipalities, state agencies, developers and non-governmental organizations.

**Contact:** (609) 292-8539 or (609) 984-3981

## Planning Assistance Unit

**Type of Assistance:** Technical and Advisory.

**Description:** Assists local government efforts to implement the State Plan and provides support to local governments and the public; and provides a range of support for those working with the State Plan, including counties engaged in regional strategic planning efforts with multiple municipalities, and municipalities seeking plan endorsement.

**Assistance Provided To:** Municipal and county government officials and their professionals.

**Contact:** (609) 282-3171

## Plan Endorsement

**Type of Assistance:** Technical and Advisory

**Description:** Plan Endorsement is a mechanism for effective implementation of the State Plan policies. It assists counties and municipalities in having planning documents endorsed by the State Planning Commission and brings state agencies to the table to review submitted master plans and coordinate state resources. An endorsed plan entitles municipalities and counties to a higher priority for available funding, streamlined permit reviews and coordinated state agency services.

**Assistance Provided To:** Municipalities and counties.

**Contact:** (609) 292-7156

## Smart Future Planning Grants

**Type of Assistance:** Financial—Grants.

**Description:** Provides funds for planning initiatives that meet Smart Growth objectives, including more livable and sustainable communities. Encouraged proposals include: those consistent with established statewide and regional planning precepts; and multiple municipality or county partnerships, so as to effectively address issues that transcend local municipal boundaries. Matching funds are not required, but applicants are encouraged to seek multiple sources of funding, including offerings of in-house staff time.

**Assistance Provided To:** Municipalities and counties.

**Contact:** (609) 633-9648

## Smart Growth Research

**Type of Assistance:** Administrative, Technical and Advisory.

**Description:** The Research unit is responsible for gathering, analyzing, interpreting and publishing information for the purposes of supporting the Office of Smart Growth, the State Plan, DCA and other parts of New Jersey government. The unit is loosely divided into two parts: Research and Geographic Information Science/Cartography. The unit uses GIS to map the State Plan, to assist in geospatial analysis associated with the State Plan and to do other analysis associated with planning for New Jersey.

**Assistance Provided To:** Anyone. Reproduction fees may apply.

**Contact:** (609) 292-3160 or (609) 633-7730

**Transfer of Development Rights**

**Type of Assistance:** Technical and Advisory

**Description:** Assists local government and regional efforts to plan for and implement a Transfer of Development Rights (TDR) program, which is an innovative smart growth tool that helps preserve critical resources while targeting development to areas appropriate for growth. Assistance includes initial outreach and education, continued technical support in creating a viable program, and guidance through plan endorsement. Also coordinates with other Office of Smart Growth and State agency programs to provide additional assistance as needed.

**Assistance provided to:** Municipalities, counties and regional planning organizations.

**Contact:** (609) 292-7156

**Urban Community Education**

**Type of Assistance:** Technical and Advisory.

**Description:** Promotes the creation of partnerships in urban communities comprising colleges and universities, faculty/staff, students, governmental agencies and community groups. The goal is to create models in community and economic development and to create a higher education research agenda that improves the quality of life in urban areas.

**Assistance Provided To:** Urban community groups, nonprofits, universities and colleges.

**Contact:** (609) 292-3172

# Council on Affordable Housing



*The **Council on Affordable Housing (COAH)** provides an effective process to municipalities, housing providers, nonprofit and for-profit developers to produce affordable housing for low- and moderate-income households.*

*For further information regarding any of the programs and services provided by the Council on Affordable Housing, please call the main telephone number at (609) 292-3000. You may also visit our website at [www.nj.gov/dca/coah](http://www.nj.gov/dca/coah) or e-mail us at [coah@dca.state.nj.us](mailto:coah@dca.state.nj.us).*

***The mailing address is:***

**New Jersey Department of  
Community Affairs  
Council on Affordable  
Housing**  
PO Box 813  
Trenton, NJ 08625-0813

## **Council on Affordable Housing (COAH)**

**Type of Assistance:** Technical and Advisory.

**Description:** To meet its goals, COAH works closely with DCA's Divisions of Housing, Community Resources, the Office of Smart Growth and the Housing and Mortgage Finance Agency (HMFA), as well as the Department of Environmental Protection, the Department of Banking and Insurance, the Department of Health and Human Services and the Department of Transportation.

**Contact:** (609) 292-3000

## **Community Affairs**

**Type of Assistance:** Public Information.

**Description:** Provides input on proposed legislation related to the Fair Housing Act and low- and moderate-income housing. Provides information to the media, elected officials and the general public through newsletters, annual reports, handbooks, brochures, status charts, news releases, website, speeches, seminars and workshops.

**Contact:** (609) 292-3000

## **Planning Assistance**

**Type of Assistance:** Technical and Advisory.

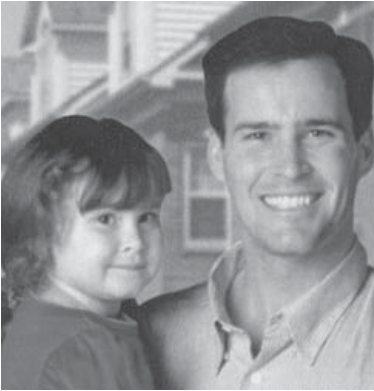
**Description:** Works with municipalities to draft housing elements/fair share plans, regional contribution agreements (RCAs) and ordinances; reviews and recommends approval of housing elements/fair share plans, RCAs, development fee ordinances and spending plans to the Council.

**Contact:** (609) 292-3000

**NOTE:** New Jersey residents seeking affordable housing units should call DCA's Housing Affordability Service at (609) 292-9795.



# New Jersey Historic Trust



*The **New Jersey Historic Trust (NJHT)** provides support and protection for New Jersey's historic resources. Funding assistance is limited to units of local and county government or qualified nonprofit organizations. Technical assistance and easement advice is available to public and private owners of historic resources.*

*For information regarding the following programs administered by the NJHT, please call the main telephone number at (609) 984-0473. You may also visit our website at [www.njht.org](http://www.njht.org).*

*The mailing address is:*

**New Jersey Department of  
Community Affairs  
New Jersey Historic Trust**  
PO Box 457  
Trenton, NJ 08625-0457

***Note:** For all the programs listed here, the following applies:*

**Assistance Provided To:** Agencies or entities of county or municipal government; and certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Property Qualifications:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places and be owned by a nonprofit organization municipality, county or state.

**Contact:** (609) 984-0473

## **Garden State Historic Preservation Trust**

**Type of Assistance:** Financial-Grants.

**Description:** Provides two categories of matching grants to encourage the careful preservation, restoration and rehabilitation of historic properties: Capital Preservation Grants and Historic Site Management Grants.

## **Cultural Trust Capital Preservation Grants**

**Type of Assistance:** Financial - Grants

**Description:** Aids nonprofit history and humanities organizations to conduct, expand, renovate, plan for, repair, rehabilitate, restore, adaptively reuse, purchase, replace, relocate, or otherwise improve cultural and historical properties and facilities, including any work relating to providing access for persons with disabilities. Applicants must be certified by the NJ Historical Trust.

**Funding Source:** NJ Cultural Trust

**Requirements:** If an organization's project costs more than is being requested, the proposal must clearly demonstrate organization's ability to provide the remaining necessary funds.

## ■ Capital Preservation Grants

**Type of Assistance:** Related to the preservation, restoration and rehabilitation of historic properties and associated architectural, archeological and engineering expenses.

**Funding Source:** Garden State Historic Preservation Trust Fund.

**Requirement for Matching Funds:** Grants of \$200,000 or less are eligible for a 3:2 funding match, with the grantee providing at least \$2 in funds for every \$3 of grant money awarded. Grants of more than \$200,000 will require a 1:1 match, with the grantee providing at least \$1 in funds for every \$1 of grant money awarded.

## ■ Historic Site Management Grants

**Type of Assistance:** Assists historic property owners and managers in gaining a better understanding of preservation needs for a particular site or structure; enhances long-term planning for the operations and programs of historic sites; and broadens public awareness and enjoyment of historic sites.

**Funding Source:** Garden State Historic Preservation Trust Fund.

**Requirement for Matching Funds:** Grants are eligible for a 3:1 funding match, with the grantee providing at least \$1 in funds for every \$3 of grant money awarded.

## Emergency Grant and Loan Fund

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Provides emergency funding for capital preservation projects for historic properties.

**Funding Source:** NJHT accounts.

## New Jersey Legacies Program

**Type of Assistance:** Legal and Advisory.

**Description:** Assists New Jersey owners of historic homes to safeguard their property for future generations, reduce estate taxes and potentially realize immediate tax benefits by making a charitable donation of their property.

**Funding Source:** Donation.

## Preservation Easement Program

**Type of Assistance:** Legal and Advisory.

**Description:** Offers permanent legal protection to a wide range of historic properties including residences, commercial structures, farmsteads and historic landscapes. Easement donors may realize significant tax benefits for their charitable donation.

**Funding Source:** Donation.

## Revolving Loan Fund

**Type of Assistance:** Financial.

**Description:** Provides financing for the preservation, improvement, restoration, rehabilitation and acquisition of historic properties and certain ancillary non-construction activities.

**Funding Source:** State General Obligation Bonds.

# New Jersey Housing and Mortgage Finance Agency



*The New Jersey Housing and Mortgage Finance Agency (HMFA) provides financing for quality, affordable housing for families, first-time homebuyers, senior citizens and people with special needs. HMFA raises funds by selling taxable and tax-exempt bonds to private sector investors through the national financial markets, applying for and administering federal housing assistance programs, and fostering private/public partnerships.*

*For information regarding programs and services provided by the New Jersey Housing and Mortgage Finance Agency, please call the telephone number listed for each particular program, or call the main telephone number at (609) 278-7400. You may also visit our website at [www.nj-hmfa.com](http://www.nj-hmfa.com).*

***The mailing address is:***

**New Jersey Housing and Mortgage Finance Agency**  
637 South Clinton Avenue  
PO Box 18550  
Trenton, NJ 08650

## Policy and Community Development Division

*HMFA's Policy and Community Development Division is responsible for administering programs for New Jersey's most vulnerable residents, including people with HIV/AIDS, people with developmental disabilities, mental health consumers, the homeless, the elderly and other under-served communities. The Division also provides community planning services to municipalities and to developers of projects that combine a sustainable housing component with a variety of community options, including commercial or retail possibilities, close proximity to schools or hospitals, accessibility to public transportation and related support services. All programs offered through this Division are subject to change based on availability of funding.*

### **Community Planning and Development**

*As the real estate arm of the HMFA, this Department works with municipalities and community development organizations to plan and develop housing in strategic locations. Activities include: technical assistance, property assemblage, land banking, relocations, demolitions, and the creation of developer request for proposals. The Department represents HMFA on a number of inter-departmental planning initiatives, including Brownfields and Transit Villages.*

*For more information, please call (609) 278-7626 or visit our website.*

## **Policy Research and Planning**

*This Department researches and analyzes market and demographic data, as well as best practices and agency experiences in order to guide program development and investment decisions. The Department is also home to the DCA Policy Group, which coordinates policy for DCA divisions and affiliates. The Department incorporates a number of tools in its analysis, including: Geographical Information System (GIS), partnerships with primary research institutions and consultants direct data collection and analysis, and individual interviews. The Department also works with other state agencies to coordinate policy positions and initiatives.*

*For more information, please call (609) 278-7504.*

## **Supported Housing and Special Needs**

*This Department administers financing and support programs for service-enriched housing developments and housing for people with special needs and provides technical assistance and coordination within HMFA and with other state agencies. The Department works to improve the housing situation for some of New Jersey's most vulnerable residents, including people with developmental disabilities, mental health consumers, the homeless, the frail elderly, people with HIV/AIDS and other under-served communities.*

*For more information, call the telephone number listed for each program or call (609) 278-7603.*

### **Special Needs Revolving Loan Program**

**Type of Assistance:** Financial.

**Description:** Low-interest loan program available to for-profit and nonprofit organizations developing housing for individuals and families with special needs. The program is designed to provide financing for projects intended to serve populations eligible for established HMFA special needs programs as well as newly emerging special needs populations identified by State agencies.

**Contact:** (609) 278-7603

## **Homeless Individuals and Families Supported Housing Demonstration Program**

**Type of Assistance:** Financial and Technical Assistance.

**Description:** Low-interest match and gap financing to applicants applying to the U.S. Department of Housing and Urban Development (HUD) to develop permanent supportive housing for homeless individuals and families. Eligible HUD programs include the Interagency Council Collaborative Initiative to Help End Chronic Homelessness and the annual HUD SuperNOFA Continuum of Care Homeless Assistance Programs for Permanent Housing. The program is designed to support permanent housing solutions to reduce homelessness in New Jersey.

**Contact:** (609) 278-7521

## **Homeless Transitional Revolving Loan Program**

**Type of Assistance:** Financial

**Description:** Provides private nonprofit organizations and public entities with low-interest financing to acquire and/or convert existing buildings for transitional housing for homeless individual and families. Sponsors are required to include supportive services to residents to assist homeless persons transition to permanent housing. the HIV/AIDS and other people with special needs.

**Contact:** (609) 278 -7521

## **Transitional and Permanent Housing Loan Program for Aging Out Youth**

**Type of Assistance:** Financial and Technical Assistance.

**Description:** Provides low-interest financing to organizations and public entities developing service enriched transitional and permanent housing opportunities for youth aging out of foster care, homeless youth and youth leaving the Juvenile Justice System.

**Contact:** (609) 278-7521



## Homeownership for Permanency Program for Adopting Parents

**Type of Assistance:** Financial and Technical Assistance.

**Description:** Provides homeownership mortgage loans to families that are newly adopting children through the Department of Human Services Division of Youth and Family Services or a State-licensed adoption agency, and parents becoming legal guardians. The program provides low-interest rehabilitation loans to families who adopt children and wish to make improvements to their home to accommodate a larger family. The program is designed to support family stability and access to safe, permanent housing.

**Contact:** (609) 278-7521

## Supported Housing Rental Program

**Description:** Provides financing to nonprofit, for profit developers and/or municipalities for the acquisition of land for building(s) with rehabilitation or new construction, or conversion of building(s) as transitional or permanent rental apartments/units for persons with special needs. The purpose of the program is to enable people with special needs to live with dignity and independence within the community they choose by expanding the supply of affordable and quality housing.

**Contact:** (609) 278-7521

## Section 811 Supportive Housing Bridge Loan Program

**Description:** The Section 811 Supportive Housing Bridge Loan Program specifically assists eligible organizations that have received a HUD Section 811 Supportive Housing Fund Reservation for a Capital Advance and Project Rental Assistance Award to finance the acquisition of properties approved by HUD for the designated Fund Reservation. The bridge loan (or short term loan) is made in anticipation of repayment when the sponsor draws down the HUD Capital Advance funds to purchase the approved property.

**Contact:** (609) 278-7521

## Developmental Disabilities Home Ownership Program

**Description:** Assists individuals with disabilities to purchase a home and modify a residence to make it accessible for the

prospective homeowner. The program is available to prospective borrowers who have a developmental disability and persons who are at least 18 years of age referred by DDD.

**Contact:** (609) 278-7521

## Ex-Offenders Re-entry Housing Program

**Type of Assistance:** Financial.

**Description:** Provides low-interest loans to for profit and nonprofit organizations developing transitional, trans-permanent, and permanent supported rental housing, including independent and shared housing opportunities with access to supportive services, for adult ex-offenders and juvenile offenders.

**Contact:** (609) 278-7449

## Services for Independent Living

**Type of Assistance:** Training and Advisory.

**Description as written:** Agency staff provides oversight and training to service coordinators in participating HMFA financed senior housing developments. Services are designed to enhance the quality of life for tenants and to promote independent living.

**Contact:** (609) 278-7512

## New Jersey Community Housing Demonstration Programs

**Type of Assistance:** Financial and Technical Assistance.

**Description:** The New Jersey Community Housing Demonstration Programs include an array of programs established in partnership with the Department of Human Services (DHS) Divisions of Developmental Disabilities (DDD), Mental Health Services (DMHS), Youth and Family Services (DYFS) and the Commission for the Blind and Visually Impaired (CBVI). These programs assist project sponsors by providing low-interest financing to develop innovative and flexible housing opportunities for individuals and families.

**Contact:** (609) 278-7521



## Multi-Family Program and Credit Division

*This Division provides construction and/or permanent financing for the development of multiple-unit, new construction or rehabilitation of rental housing. The list of programs below are subject to change based on availability of funding.*

### City Living (Urban Market Rate Rental Housing Subsidy Loan Program)

**Description:** Assists in the production of market-rate rental housing in certain designated areas, thereby enhancing the economic and social growth of existing neighborhoods.

**Type of Assistance:** A low-interest, secondary mortgage loan.

**Assistance Provided To:** For-profit and nonprofit developers.

**Contact:** (609) 278-7527

### Small Rental Project Program

**Description:** This program is established as a smart growth financing tool. This program aims to curtail sprawl by providing loans for refinancing, acquisition and rehabilitation of existing occupied housing projects and new construction.

**Type of Assistance:** Construction, permanent and subsidy funding for the acquisition, preservation and rehabilitation of existing multifamily housing projects or for new construction.

**Contact:** (609) 278-7520

### Housing Authority Turnkey Construction Loan Program

**Type of Assistance:** Construction financing for Public Housing Authority Hope VI and Turnkey Housing Program.

**Description:** Provides for financing up to 90 percent of the Turnkey contract or Hope VI project cost.

**Kinds of Assistance:** Construction or permanent financing.

**Eligible Projects:** At least 20 percent of the units in the project must be affordable to low-income tenants.

**Contact:** (609) 278-7527

### Multi-Family Rental Housing Program

**Type of Assistance:** Construction loans and/or permanent mortgage loans.

**Description:** Provides low-interest financing through the sale of tax-exempt and taxable mortgage revenue bonds for construction, rehabilitation and/or permanent financing loans for the creation and/or preservation of multi-unit rental housing for low- and moderate-income families and individuals.

**Assistance Provided To:** Nonprofit and for-profit developers.

**Contact:** (609) 278-7527

## Single Family Programs Division

*This Division provides a variety of residential mortgage financing programs that primarily serve low-, middle- and moderate-income first-time and Smart Growth area homebuyers throughout New Jersey. All programs below are subject to change and availability of funding.*

### At Home Downtown Program

**Type of Assistance:** Consumer and small business home mortgages, and rehabilitation and construction loans.

**Description:** Provides below market-rate mortgage funds to acquire and rehabilitate, refinance and rehabilitate, or construct and finance residential structures with a storefront commercial component. The program objective is to help small business owners revive the mercantile and housing potential of main street and neighborhood commercial areas. No income limits apply. Mortgage insurance is required.

**Assistance Provided To:** Owner occupants and small investors. Maximum mortgage amounts apply.

**Contact:** (800) NJ-HOUSE

### HMFA Reverse Mortgages

**Type of Assistance:** Reverse mortgages for older New Jerseyans.

**Description:** Allows older homeowners to use the equity in their home as collateral and obtain money without a monthly repayment schedule. Loan amount is determined by property value and borrower age. No restriction on value of property. No income requirement or verification. This program is Federal Housing Authority insured.

**Assistance Provided To:** Homeowners 62 years or older. FHA maximum mortgage amounts apply.

**Contact:** (800) NJ-HOUSE

### Home Buyer Mortgage Program

**Type of Assistance:** Mortgages for home purchase.

**Description:** Provides below market, fixed interest rate mortgages. Down payments of as little as zero percent are required and must come from the borrowers own assets. Family members, nonprofit organizations or government agencies can gift certain closing costs.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Procedure for Applying:** Contact HMFA for the latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

## **Homeownership for Performing Employees**

**Type of Assistance:** Home mortgages with employer guaranty.

**Description:** Offers below market fixed rate mortgages without private mortgage insurance. An approved employer participates by guaranteeing a portion of its employee's loan. The program does not require a down payment or mortgage insurance. All other Homebuyer Program guidelines apply. This is an employer-supported, no down payment program. Any size company can participate and establish qualifications in addition to HMFA program restrictions.

**Assistance Provided To:** First-time homebuyers and urban target area buyers employed by participating companies.

**Procedure for Applying:** Contact HMFA for latest list of income limits, purchase price limits and program participants.

**Contact:** (800) NJ-HOUSE

## **Home-Plus Program**

**Type of Assistance:** Combination home mortgage and home improvement loan.

**Description:** Provides fixed interest rate home mortgages to qualified first-time or urban area homebuyers with immediate home improvement needs. As part of the first mortgage, homeowners may finance up to \$15,000 toward home repairs and improvements.

**Other Information:** Allowable improvements include: replacing a roof, painting, installing improved heating or air conditioning systems, renovating a kitchen or bath, renovating plumbing or electrical systems and enlarging rooms. Energy conservation and energy improvements are also eligible.

**Assistance Provided To:** First-time and urban area homebuyers.

**Procedure for Applying:** Contact HMFA for latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

## **Market-Oriented Neighborhood Investment**

**Type of Assistance:** Single family construction loans.

**Description:** Provides construction financing for developers of urban Transit Villages, Regional and Town Centers. Includes access to subsidy pool money (Housing Incentive Fund) and HMFA homebuyer mortgage programs. Restrictions may apply on subsidized units. The program may be combined with the One Hundred Percent Mortgage Program for unit purchasers.

**Assistance Provided To:** Developers of urban, developers of urban Transit Villages, Regional and Town Centers.

**Contact:** (800) NJ-HOUSE

## **One Hundred Percent Mortgage Program**

**Type of Assistance:** Consumer home mortgage.

**Description:** Provides 100 percent mortgage loans to buyers of homes located in pre-approved new construction or rehabilitated single-family housing developments, in smart growth areas. No down payment or mortgage insurance is required. Closing cost assistance may be available. Nonprofit and for-profit developers can participate by having their development approved by HMFA.

**Assistance Provided To:** First-time homebuyers and urban target area buyers at HMFA authorized developments.

**Contact:** (800) NJ-HOUSE

### Police and Firemen's Retirement System Mortgage Program

**Type of Assistance:** Home mortgages for purchase or refinancing.

**Description:** Provides active members of the New Jersey Police and Firemen's Retirement System (PFRS) with the opportunity to buy a home (first-time or trade-up) or refinance an existing home. Maximum mortgage amount is \$359,600. Interest rate is fixed and below market. Rate set semi-annually according to a statutory index.

**Assistance Provided To:** Active members of the PFRS with at least one year of creditable service.

**Contact:** (800) NJ-HOUSE

### Potable Water Loan Program

**Type of Assistance:** Second mortgage loans.

**Description:** Provides zero-percent-interest second mortgage loans of up to \$10,000 with loan terms up to 10 years to provide potable water remedies or alternative water sources to homeowners with contaminated drinking water wells.

**Assistance Provided To:** Homeowners residing in single-family residences where the drinking well water violates DEP primary drinking water standards or standards for sodium, chloride, lead, mercury, iron, and manganese or is contaminated by agricultural activity.

**Contact:** (800) NJ-HOUSE

### Purchase/Refinance Rehabilitation Program

**Type of Assistance:** Home mortgages for purchase and major rehabilitation.

**Description:** Provides below market interest rate financing for the purchase and rehabilitation of a home or the refinancing/rehabilitation of a presently owned home. As part of the rehabilitation, 75% of the home's existing external walls and interior structural framework must remain in place. At least one quarter of the loan proceeds must be used for repairs.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Procedure for Applying:** Contact HMFA for the latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

### Smart Start Program

**Type of Assistance:** Down-payment and/or closing cost second mortgage loans.

**Description:** Helps families accumulate funds to cover down-payment and closing costs for homes purchased in Smart Growth areas.

**Assistance Provided To:** Borrowers earning less than 80 percent of HMFA's Home Buyer income limits for the family size and the county of purchase.

**Procedure for Applying:** Contact HMFA for latest list of income limits and participating lenders.

**Contact:** (800) NJ-HOUSE

Tax Credit Services Division

Low-Income Housing Tax Credit Program

**Type of Assistance:** A federal tax credit that attracts private investment capital to fund construction and rehabilitation of affordable rental housing.

**Description:** Provides a dollar-for-dollar reduction in federal tax liability and acts as a catalyst to attract private investment into the affordable housing market. The additional capital mitigates the debt burden incurred in the construction and rehabilitation development process.

**Kinds of Assistance:** Per capita tax credits are available through competitive rounds each year (three rounds occur simultaneously between April and June, and a final round is conducted between August and October).

**Qualifications:** Applies to affordable rental housing. State regulations and the Internal Revenue Code impose minimum construction/rehabilitation requirements. Once credits are allocated, the project must maintain continuous compliance with the program for a minimum of 15 years. Affordability restrictions on rent and income are imposed for a minimum of 15 years.

**Contact:** (609) 278-8818



# New Jersey Meadowlands Commission



*The **New Jersey Meadowlands Commission (NJMC)** is empowered with regional planning and zoning authority to ensure the environmental protection and enhancement of the Meadowlands District. The Commission's objectives include the acquisition of open space for permanent preservation, the enhancement of environmentally sensitive wetland areas, the development of recreational opportunities, and the redevelopment of brownfields properties.*

*For more information on any of the programs and services provided by the New Jersey Meadowlands Commission, please call the telephone number listed for each particular program, or call the main telephone number at (201) 460-1700.*

*You may also visit our website at [www.meadowlands.state.nj.us](http://www.meadowlands.state.nj.us) or e-mail us at [info@meadowlands.state.nj.us](mailto:info@meadowlands.state.nj.us).*

***The mailing address is:***

***New Jersey  
Meadowlands Commission  
One DeKorte Plaza  
Lyndhurst, NJ 07071***

## Land Use Management Department

### Development Applications

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews applications for development to ensure consistency with the Meadowlands zoning regulations and issues the appropriate permits.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

### Engineer of the Day

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding land use, zoning, application procedures and flood zone information.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

### Federal Emergency Management Agency

**Type of Assistance:** Technical and Advisory.

**Description:** Participates in the Community Rating System and conducts several programs including the enforcement of FEMA regulations as they pertain to building construction. The result of the participation in the program is reduced flood insurance rates for those properties located within the boundaries of the Meadowlands District.

**Contact:** (201) 460-1700

## Flood Control

**Type of Assistance:** Technical and Advisory.

**Description:** Monitors areas prone to flooding and recommends improvements to reduce flood impact.

**Contact:** (201) 460-1700

## Pre-Application Assistance

**Type of Assistance:** Technical and Advisory.

**Description:** Meets with property owners, engineers and attorneys to discuss proposed development on a subject property, prior to the submission of an application, free of charge.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

## Planning

### Development Applications

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews applications and works with developers to create a project that meets the regulatory requirements of the NJMC.

**Assistance Provided To:** Applicants, technical consultants and attorneys.

**Eligible Projects:** Specially planned areas and redevelopment projects.

**Procedure for Applying:** Written submittals in accordance with NJMC District Zoning Regulations/application forms.

**Contact:** (201) 460-4671

### Planning Department

**Type of Assistance:** Technical and Advisory; Planning Pre-Application Assistance.

**Description:** Works with district municipalities, applicants and the general public to determine viability of projects.

**Assistance Provided To:** Anyone requesting information or assistance regarding proposed or existing projects.

**Procedure for Applying:** Appointment, walk-in or telephone.

**Contact:** (201) 460-4671

## Meadowlands Environmental Research Institute

### Graphic and Technical Land Information

**Type of Assistance:** Technical and Advisory.

**Description:** Provides land use and zoning maps for use in determining viability of projects.

**Assistance Provided To:** Officials from district municipalities.

**Procedure for Applying:** By appointment or telephone.

**Contact:** (201) 460-4669

### Laboratory Chemical Analysis

**Type of Assistance:** Technical and Advisory.

**Description:** Provides chemical analysis of water, soil and sediment samples.

**Assistance Provided To:** Officials from district municipalities.

**Procedure for Applying:** By appointment.

**Contact:** (201) 460-1700

### Research Grants

**Type of Assistance:** Financial Grants.

**Description:** Sponsors environmental research of significance to the New Jersey Meadowlands District. Six interrelated themes important to the Meadowlands guide the Institute's research agenda: marsh vegetation; contaminated sediments; landfill reclamation and remediation; water quality; air quality; and information technology. Researchers are invited to submit short proposals for research projects under one or more of these themes.

**Procedure for Applying:** Full request for proposals are available online at [http://cimic.rutgers.edu/meri/request\\_for\\_proposals.htm](http://cimic.rutgers.edu/meri/request_for_proposals.htm).

**Application Deadline:** First of February, April, June, August, October and December.

**Contact:** (973) 353-5026

## Meadowlands Environment Center

### Educational Field Trips

**Type of Assistance:** Technical and Informational.

**Description:** Organizes field trips comprising an interactive slide show, field exploration and hands-on learning experience for students of all grade levels. Programs are interdisciplinary and make every effort to integrate an outdoor component with most lessons.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (201) 460-4644

### Graduate Seminar for Teachers

**Type of Assistance:** Technical and Training.

**Description:** Provides resources developed specifically for teachers including workshops, hands-on activities and classroom-practical ideas.

**Procedure for Applying:** Submission of an application, contact program coordinator.

**Contact:** (201) 460-8300

### Pre-Service Practicum

**Type of Assistance:** Technical and Training.

**Description:** Meets the needs of teachers-in-training and emphasizes lesson planning, management techniques, learning theory and styles, process skills, and teaching strategies that use the environment as context for learning.

**Assistance Provided To:** Education departments at universities and colleges in New Jersey.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (201) 460-4644

### Professional Development Workshops for Educators

**Type of Assistance:** Technical and Training.

**Description:** Provides workshops for both in-service and pre-service educators that emphasize curricular reform through integrating the New Jersey Core Curriculum Standards with environmental education.

**Procedure for Applying:** Submission of an application, contact program coordinator.

**Contact:** (201) 460-8300

## Commission and Environment Center

### Annual Halloween Party

**Type of Assistance:** Informational.

**Description:** Annual Halloween Party for families with children ages 5 to 8, including hayrides, spooky trail walks and refreshments.

**Contact:** (201) 460-8898

### Annual River Fest

**Type of Assistance:** Informational.

**Description:** Hosts an annual celebration on the banks of the Hackensack River to celebrate the River's rebirth. Many local organizations exhibit at the event, with the overarching theme of environmental education and awareness.

**Contact:** (201) 460-8898

### Community Affairs

**Type of Assistance:** Public Information.

**Description:** Provides verbal, electronic and printed information to the media, elected officials and the general public through newsletters, annual reports, handbooks, brochures, news releases and website.

**Contact:** (201) 460-8898

### Community Outreach

**Type of Assistance:** Informational.

**Description:** Organizes events for the public such as: senior citizens activities, children programs, boat tours, movie matinees, music concerts, speakers bureaus and volunteer programs.

**Contact:** (201) 460-8898

# New Jersey Redevelopment Authority



**The New Jersey Redevelopment Authority (NJRA)** is an independent State financing authority whose mission is to provide a unique approach to revitalization efforts in New Jersey's cities. NJRA develops programs and resources to improve the quality of life by creating value in urban communities. The NJRA's primary goal is to ensure that projects are urban-focused, neighborhood-based and investment-driven.

For further information regarding the services provided by New Jersey Redevelopment Authority, please call the main telephone number at (609) 292-3739.

You may also visit our website at [www.nj.gov/njra](http://www.nj.gov/njra) or e-mail us at [njra@njra.state.nj.us](mailto:njra@njra.state.nj.us).

**The mailing address is:**

**New Jersey Redevelopment Authority**  
PO Box 790  
Trenton, NJ 08625-0790

Committed to revitalizing urban New Jersey, NJRA coordinates efforts, leverages resources and provides assistance to viable economic development initiatives. NJRA partners with eligible municipalities, developers and businesses to identify and coordinate resources for revitalization. The following programs provide assistance to 69 eligible municipalities, nonprofit entities and for-profit developers.

## **NJRA Bond Program**

**Type of Assistance:** Taxable and Tax Exempt Bonds.

**Description:** Bonds are issued to stimulate revitalization in New Jersey's urban areas. NJRA can also issue bonds, which are repayable from the proceeds of payments in lieu of tax ("pilot") agreements.

**Procedures for Applying:** Follow NJRA Bond Application Process.

## **New Jersey Redevelopment Investment Fund**

**Type of Assistance:** Financial

**Description:** NJRA manages this flexible investment fund that provides debt and equity financing for business and real estate ventures. Through the RIF Program, NJRA is able to offer direct loans, real estate equity, loan guarantees and other forms of credit enhancements.

**Procedures for Applying:** Submit completed Funding Assessment Guidelines to NJRA.

**New Jersey Urban Site Acquisition Program**

**Type of Assistance:** Financial.

**Description:** The NJ-PLP is a \$5 million financing pool that provides funding to cover various pre-development activities, including feasibility studies, architectural costs, environmental and engineering studies, legal and other related soft costs for development to occur. This program, an outgrowth of a partnership with Wachovia Bank, offers the flexibility to structure financing at the early stages of development. The NJ-PLP will increase the availability of funding for community economic development projects within the NJRA’s eligible municipalities

**Procedures for Applying:** Submit complete Funding Assessment Guidelines to NJRA.

**Bond Program**

**Type of Assistance:** Taxable and Tax Exempt Bonds

**Description:** NJRA sells bonds to raise capital for making long-term loans at attractive, below-market interest rates to a broad range of qualified businesses and not-for-profit organizations. NJRA has the ability to issue \$100 million of taxable and tax-exempt bonds annually to stimulate revitalization in New Jersey’s urban areas.

**Procedures for Applying:** Follow NJRA Bond Application Process.

**Working in Newark’s Neighborhoods**

Working in Newark Neighborhoods is a subsidiary of the New Jersey Redevelopment Authority. WINN, a \$10 million revolving loan program, will focus on redevelopment efforts in the City of Newark’s neighborhoods. In addition to the City of Newark, non- profit and for profit entities and developers are eligible to finance projects located within the City of Newark’s Port District. These comprehensive redevelopment efforts will attract private sector investment to Newark’s outlying neighborhoods.

**Procedures for Applying:** Submit completed Funding Assessment Guidelines to NJRA.



# Financial Information Listing

*The following is a categorical guide to various financial assistance (grant/loan) programs provided by the Department of Community Affairs. Please refer to the listing within the Programs Book for more detailed information.*

*This list does not encompass all of the financial assistance programs or regular program information that the DCA has to offer. Please refer to the contents of the Programs Book for a more complete listing of all program information.*

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**Susan Bass Levin**  
Commissioner

# NEW JERSEY DEPARTMENT OF **COMMUNITY AFFAIRS** Programs Book

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